Alabama Department of Postsecondary Education

Alabama Adult Education System for Accountability and Performance

AAESAP

User Manual – June 3, 2013 Edition

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1 – Notes

1.1 Best Practices

This website is best viewed in either Internet Explorer 8 or Internet Explorer 9 in Compatibility Mode.

For the best user experience, it is recommended that usernames are kept updated as the user's current email address.

Class names need to be fully spelled out and should indicate location. They should not reflect teacher names.

1.2 Common Features

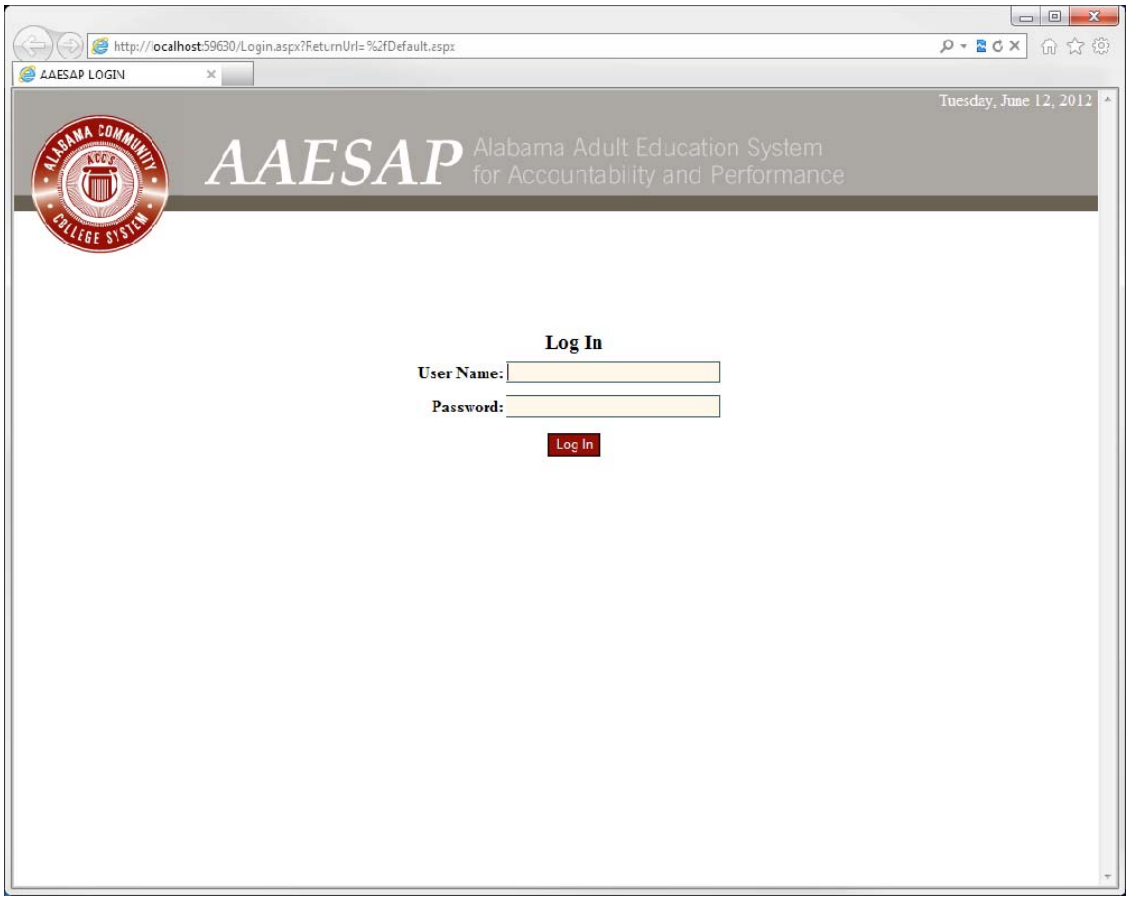
Most names throughout the website are clickable links to the information page for that item.

Mandatory fields on the create and edit pages are marked with an asterisk (*) beside the field name.

The following are examples of buttons commonly seen on the site:

2 – Login

2.1 Logging in to the Website

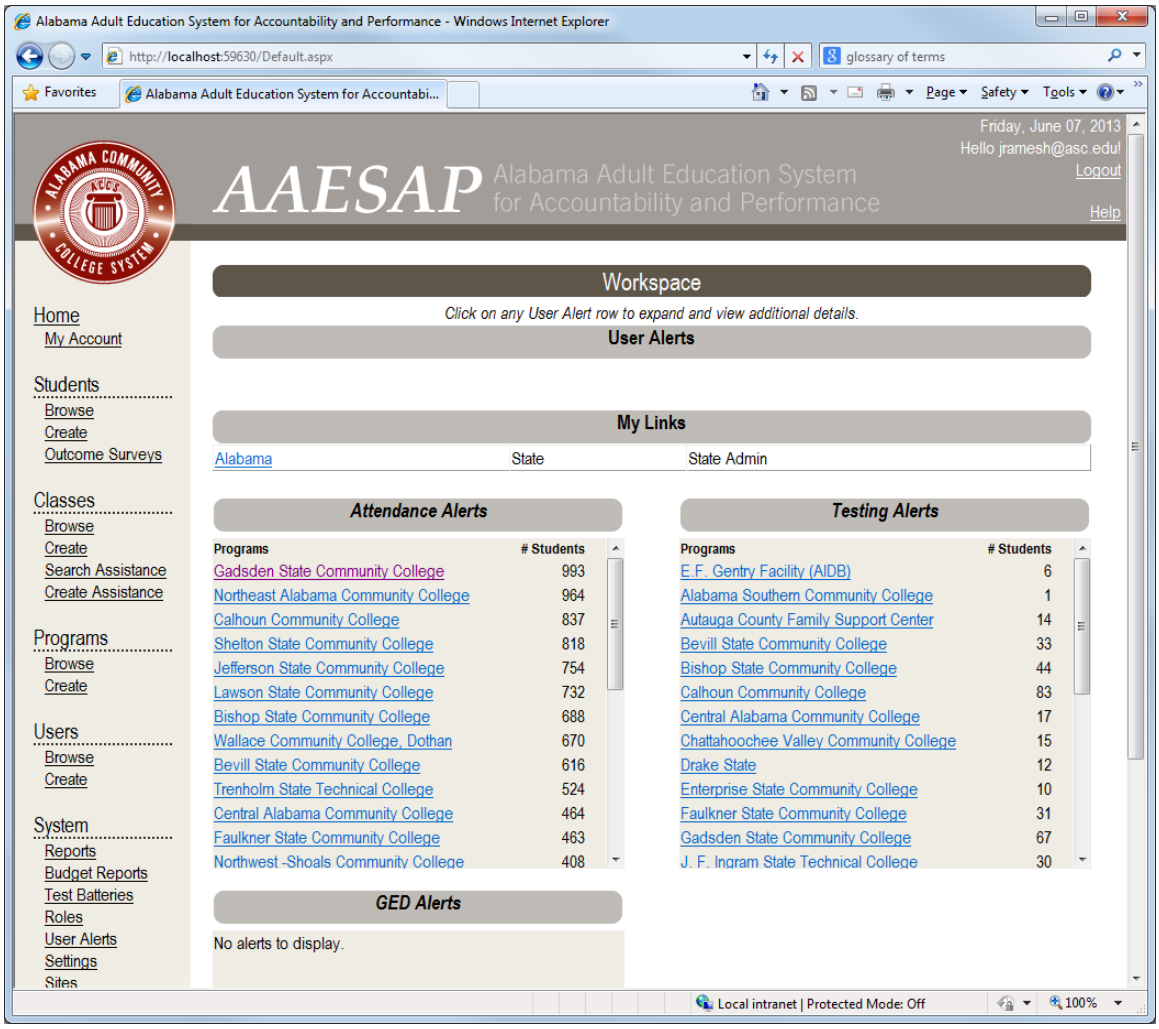


To log in to the AAESAP website, enter your username (your email address) and your password then click on the 'Log In' button.

If you are a first time user, your password would have been emailed to you. You may change your password after you log in by going to your user page. *(See section 7 - Users)*

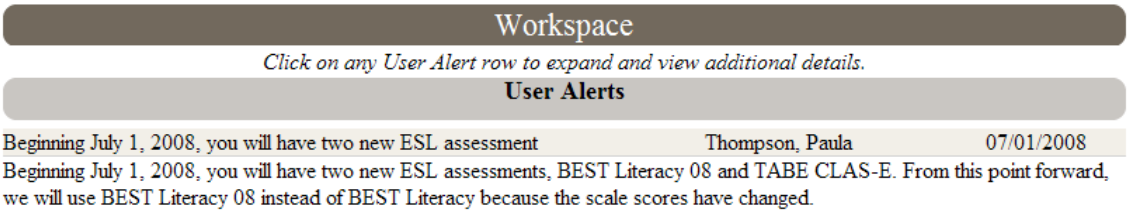
If you forget your password, please contact your program or state administrator and they can reset your password for you. When your password is reset, an email with your new password will be emailed to you.

3 – Home Page



The home page is comprised of different sections, collectively called the 'Workspace'.

3.1 User Alerts


Workspace
Click on any User Alert row to expand and view additional details.
User Alerts
Beginning July 1, 2008, you will have two new ESL assessment
Thompson, Paula
07/01/2008
Beginning July 1, 2008, you will have two new ESL assessments, BEST Literacy 08 and TABE CLAS-E. From this point forward, we will use BEST Literacy 08 instead of BEST Literacy because the scale scores have changed.

The top section of the Workspace shows the current User Alerts. Each line shows the Alert summary, the user who posted the Alert and the date it was last updated. To view the Alert details, click on the Alert line.

3.2 My Links

The middle section of the Workspace lists the links relevant to your level of access. For example, Program Administrators will see a link to their program while Teachers will see links to their classes.

3.3 Testing and Attendance Alerts

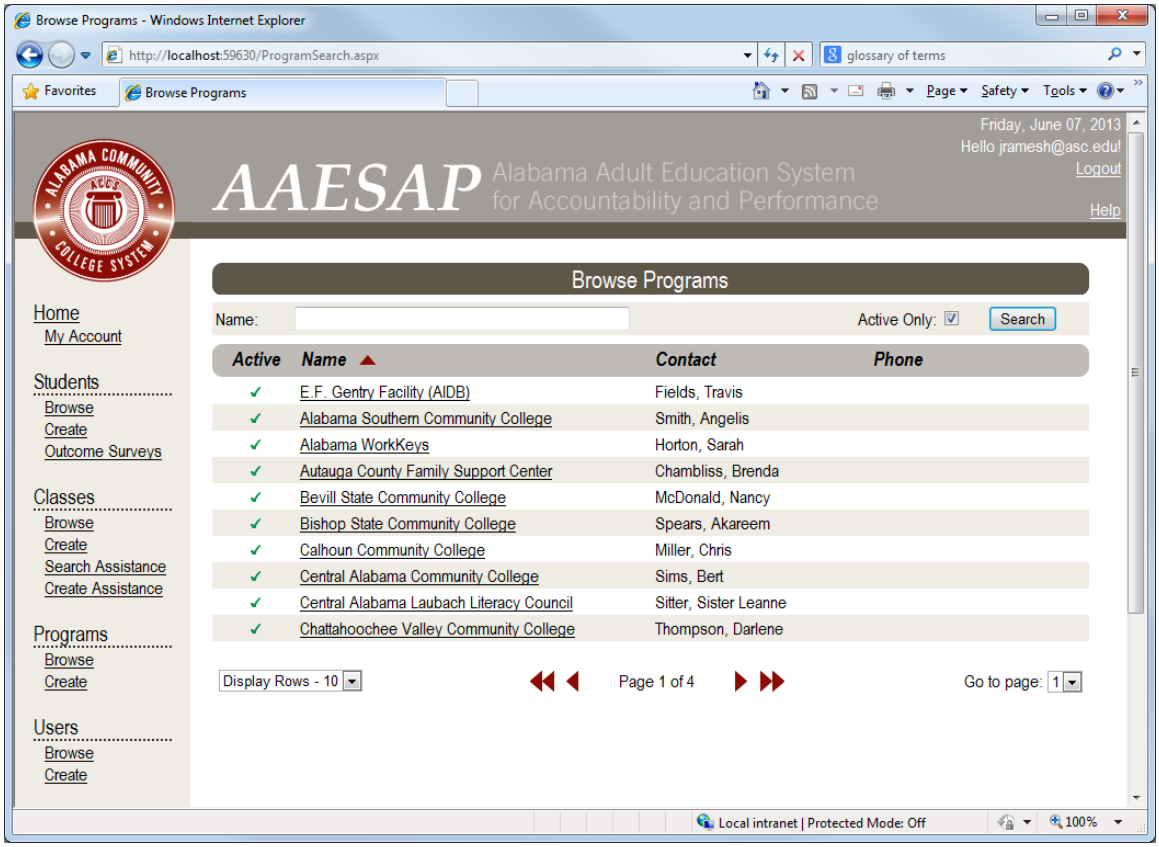
The bottom sections hold the Testing and Attendance Alerts which show the user how many alerts are in the programs or classes, depending on the user's level of access.

3.4 GED Alerts

State and Program Administrators will also see the GED Alert panel underneath the Testing and Attendance Alerts. This section will show the user how many days have passed since the students have received their GED as per the GED database. The list of students is constrained to the user's level of access.

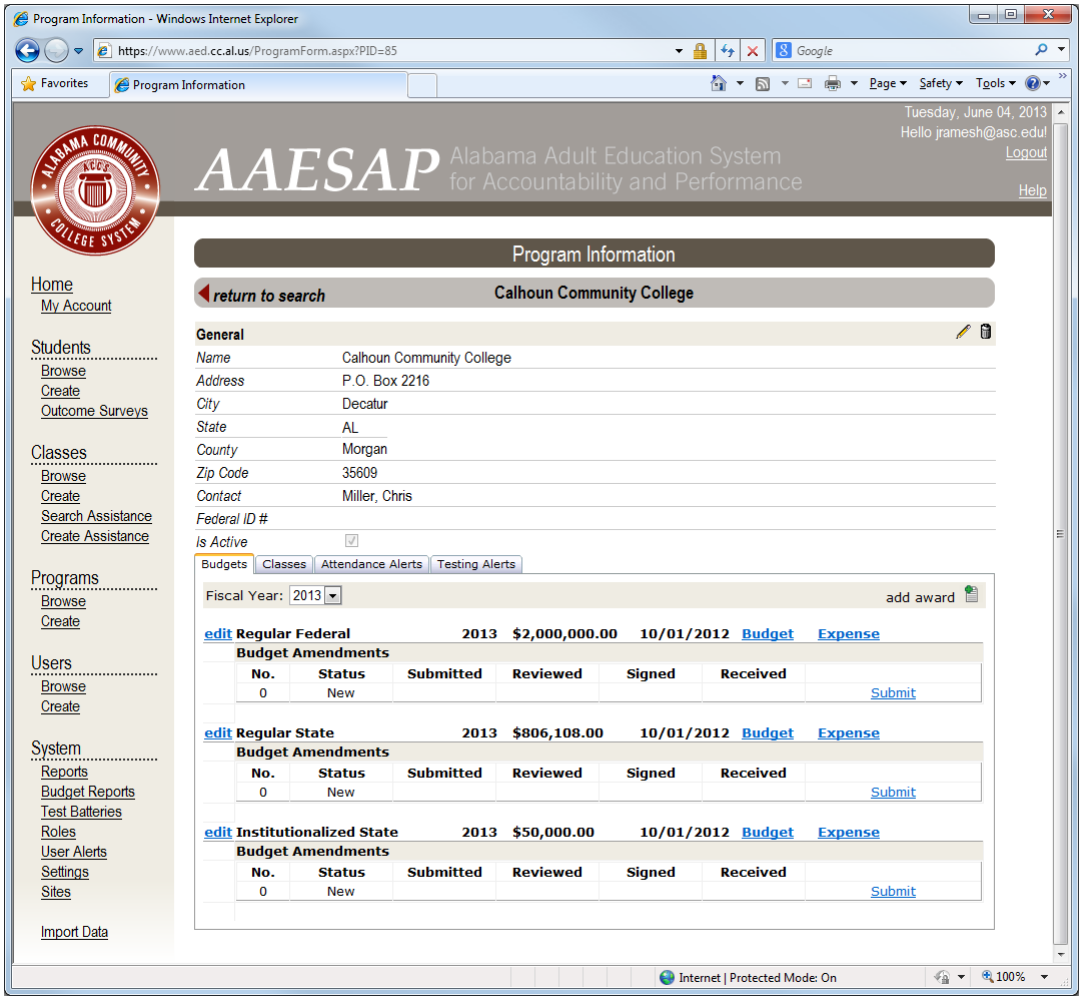
4 – Programs

4.1 Program Search



To search for a program's page, click on 'Browse' under the 'Programs' header on the left side menu. A list of all the programs currently active will be shown. Entering part of a program's name in the 'Name' text box will narrow down the search results. To see the list of programs that are currently inactive, uncheck the 'Active Only' check box.

4.2 General Information Section



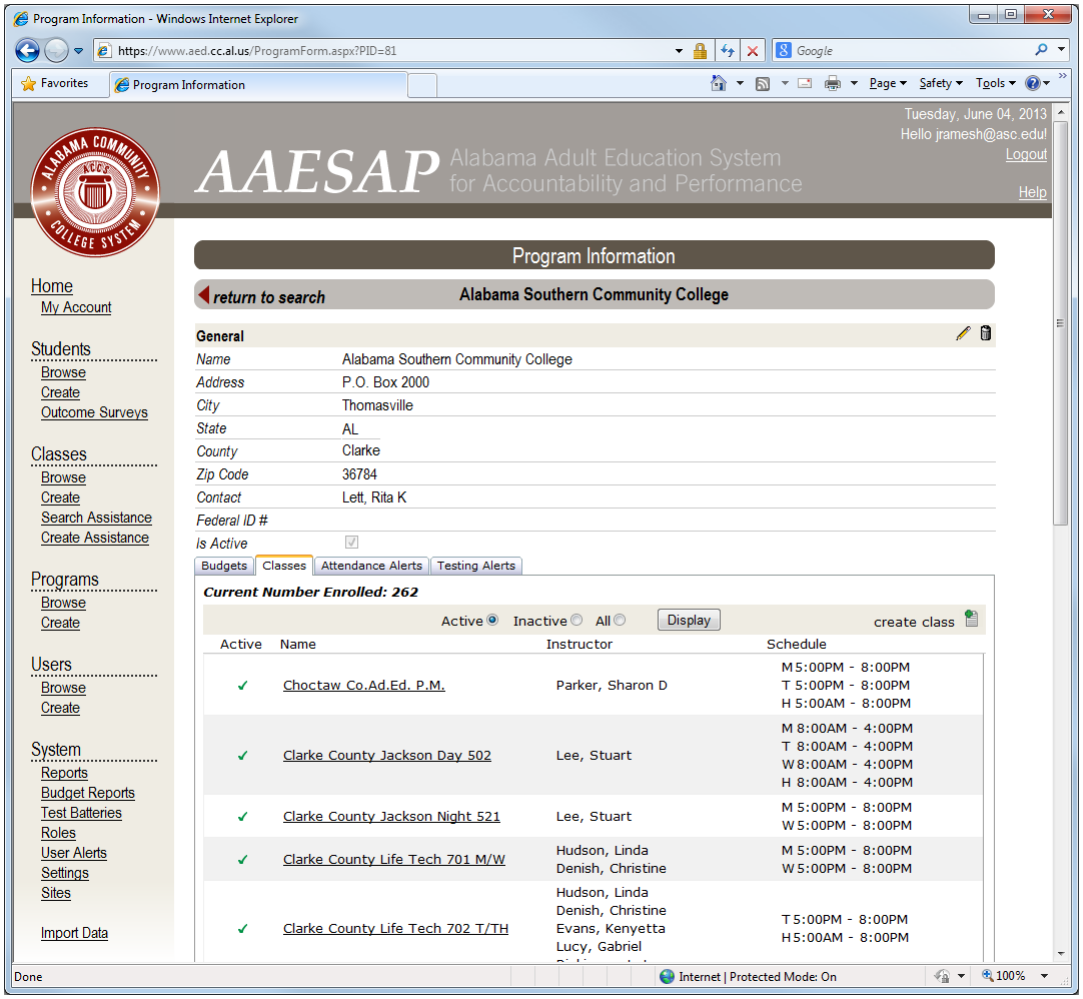
All of a program's information has been collected onto one page. The general location and contact info is at the top of the page.

4.3 Budget Section

The first tab on the program page lists all the budgets and amendments to the budget. You can select the budgets and amendments by selecting fiscal year.

Adding a new budget is done by click on the 'add award' button in the top right corner of the Budget tab. Amendments can be added to an existing budget by clicking the 'add amend' button.

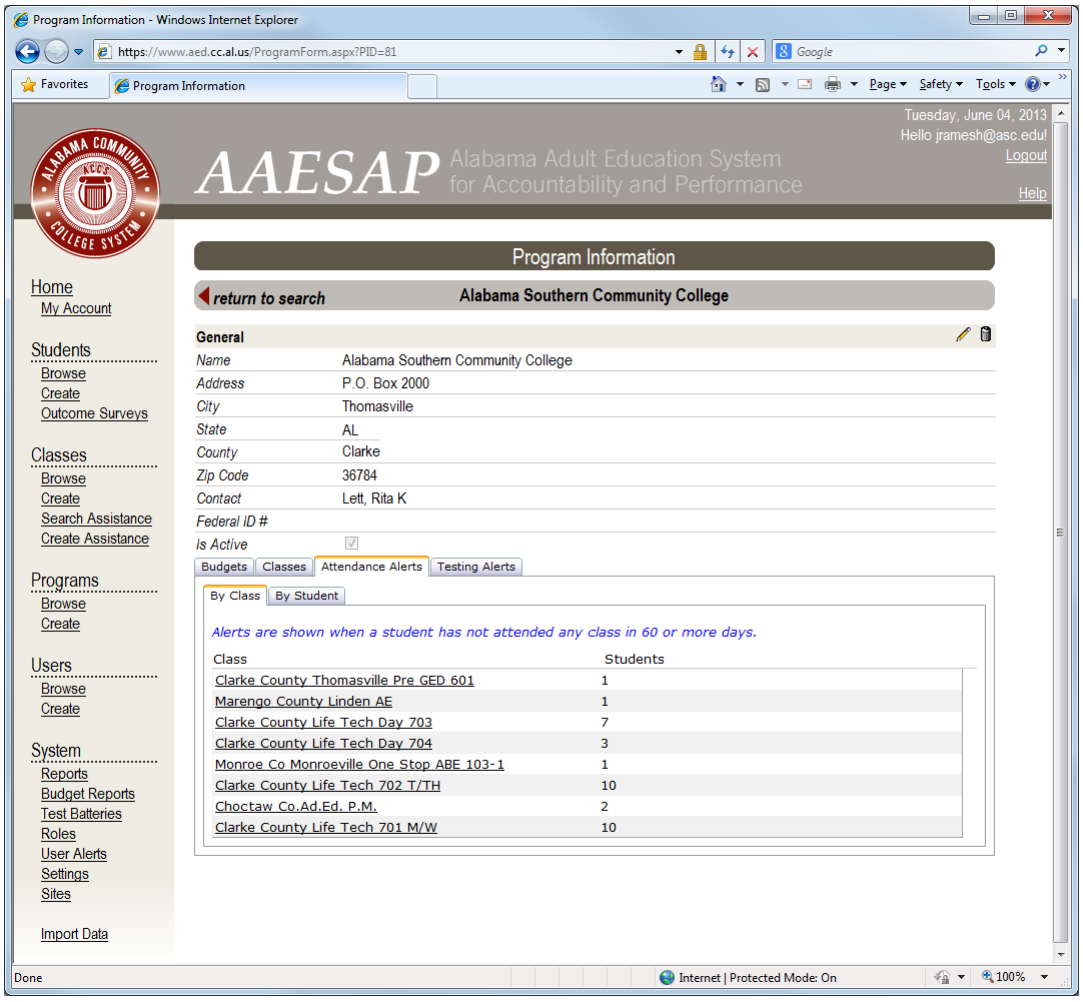
4.4 Classes Section



The second tab on the program page lists all the classes in the program along with the staff associated with the class and the class schedule.

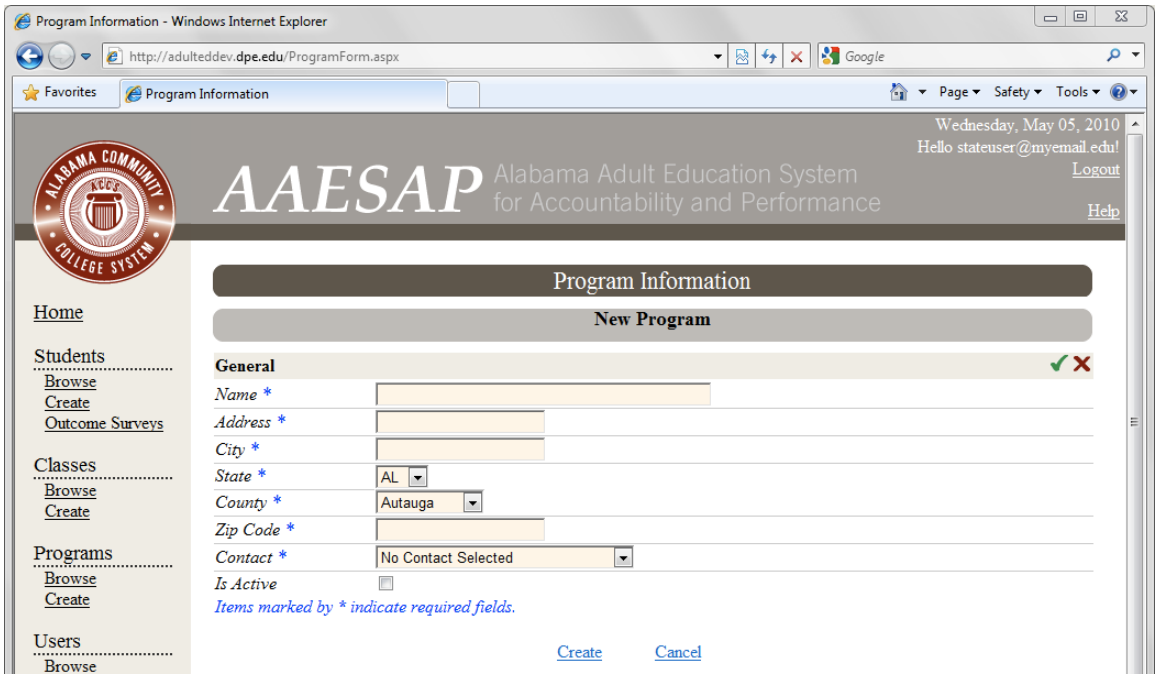
Creating a new class is done by clicking on the ‘create class’ button in the upper right corner of the Classes tab.

4.5 Attendance and Testing Alerts Tabs



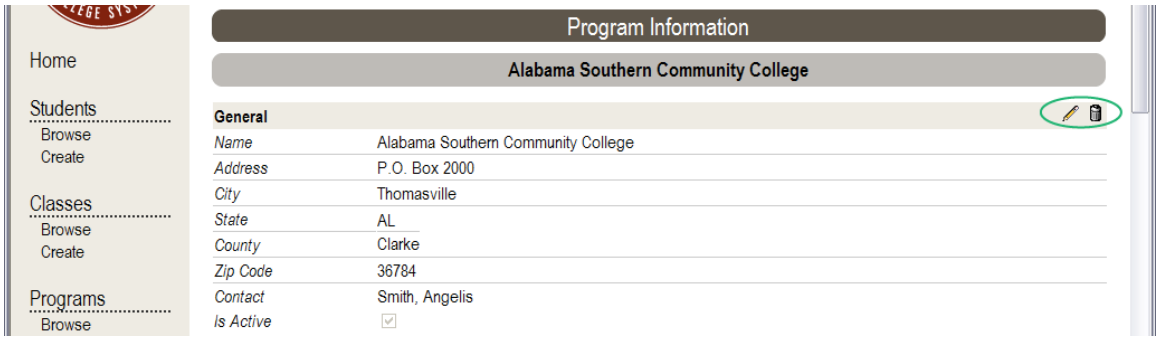
The third and fourth tabs are the Attendance Alerts and Testing Alerts tabs. These tabs show a summary of the alerts for each of the classes in the program.

4.6 Creating a Program



To create a program, click the 'Create' link under the Program header on the left hand side menu. Only users who have program creation permissions will see this link. Enter in the program information into the fields shown and click 'Create' to create the new program or click 'Cancel' to cancel the process.

4.6 Editing a Program



To edit a program, click on the edit button on the top right corner of the General section of the Program Information page. A user cannot edit a program that the user does not have permission for.

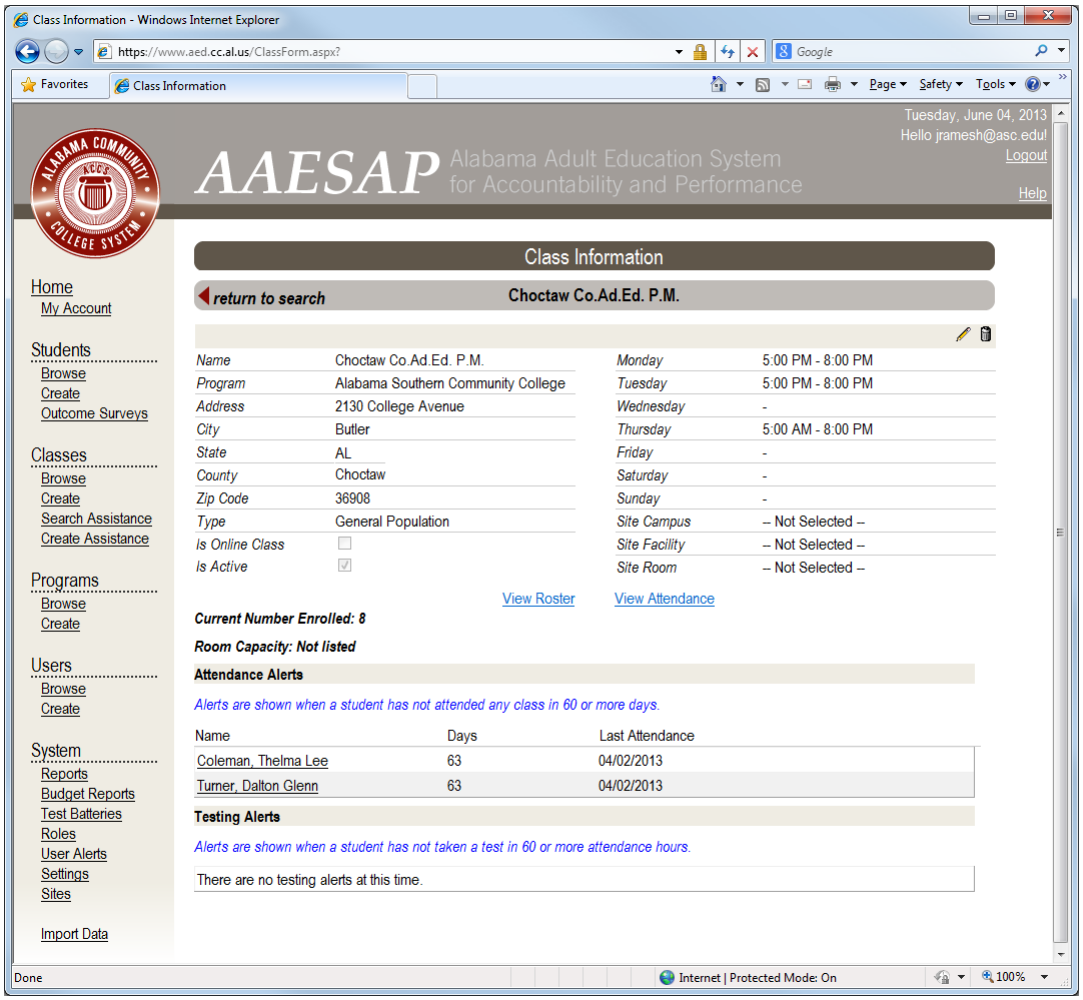
5 - Classes

5.1 Class Search

To search for a particular class information, click on ‘Browse’ link under the ‘Classes’ header on the left hand side menu.

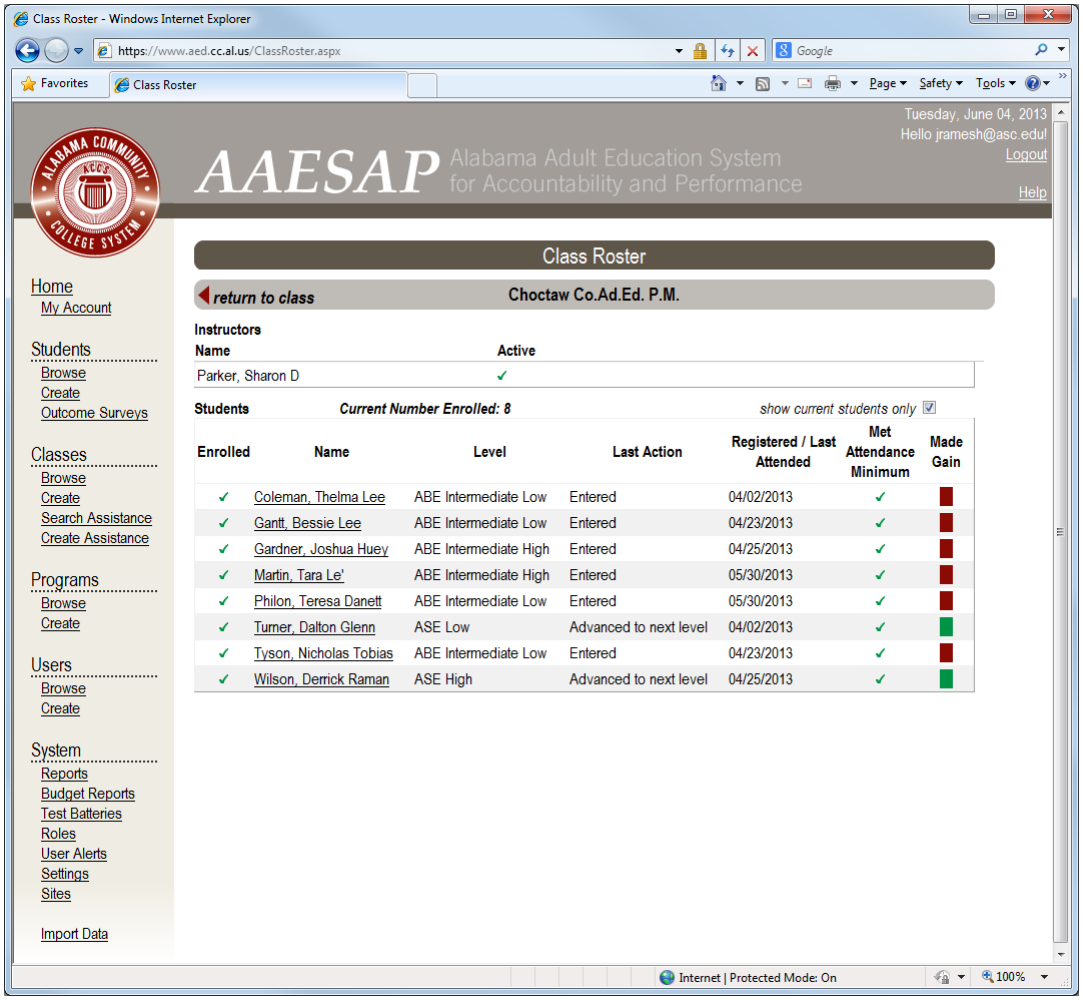
To narrow down the results, enter the class name in the ‘Name’ text box and click the ‘Search’ button. You can also narrow down the classes based on the program they are part of. To narrow down based on program name, select a program name from the ‘Program’ drop down list and click the ‘Search’ button.

5.2 General Information

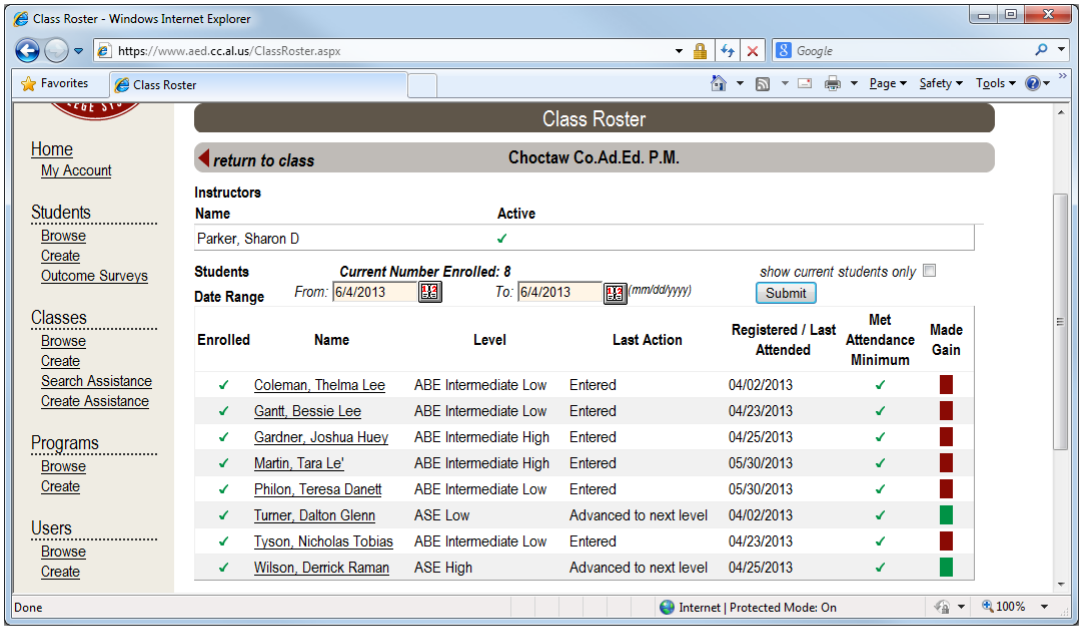


All of a class's information has been collected onto one page. The class type, class schedule and site information is at the top of the page. Roster, Attendance, Attendance alerts and Testing Alerts are grouped in the bottom of the page. The Class information page also displays the class room capacity and the current number of students enrolled.

5.3 View Roster

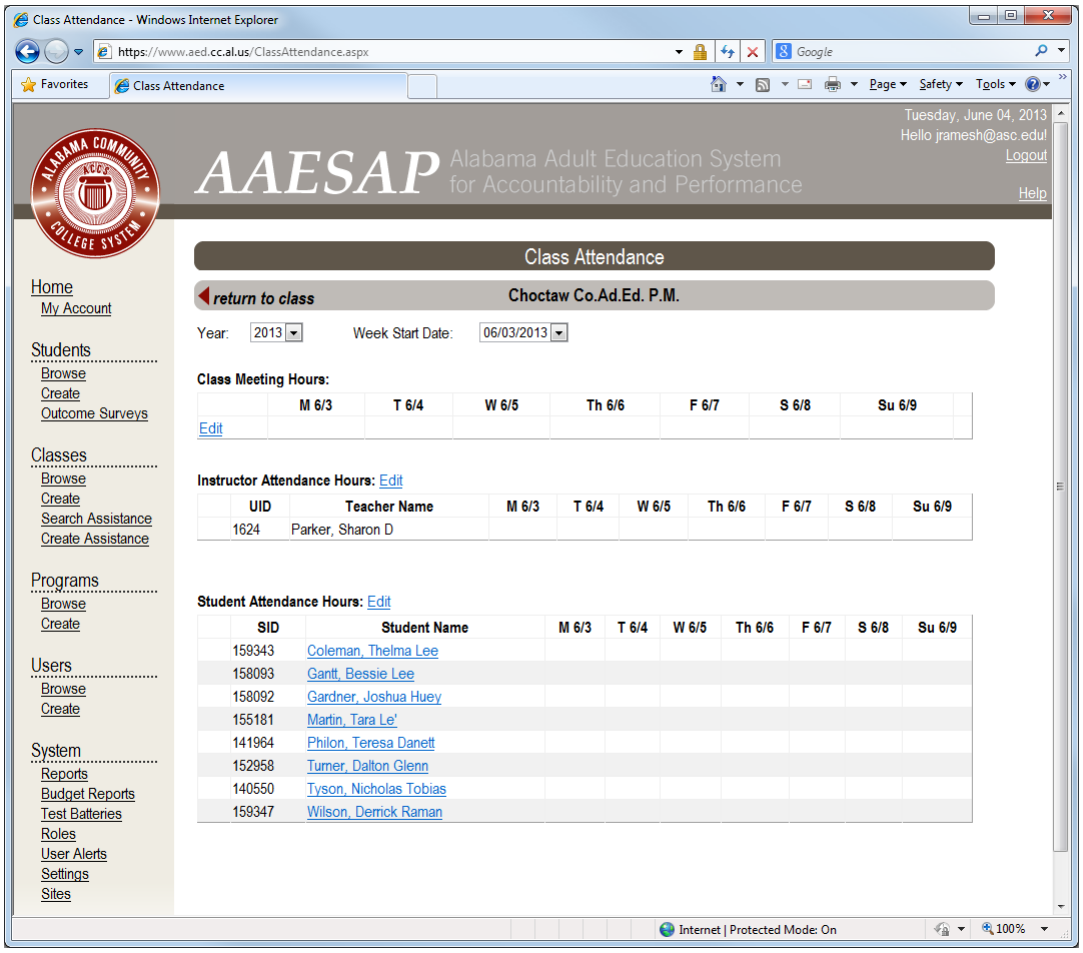


The Roster shows a list of all students currently enrolled in the class. To view the Roster click the 'View Roster' link on the Class Information page. By default, the Class Roster page shows only the current students.



Students from any date range can be seen by unchecking the box ‘show current students only’. Enter dates in the text boxes and click the ‘Submit’ button. The roster will adjust to show students for the date range specified.

5.4 View Attendance

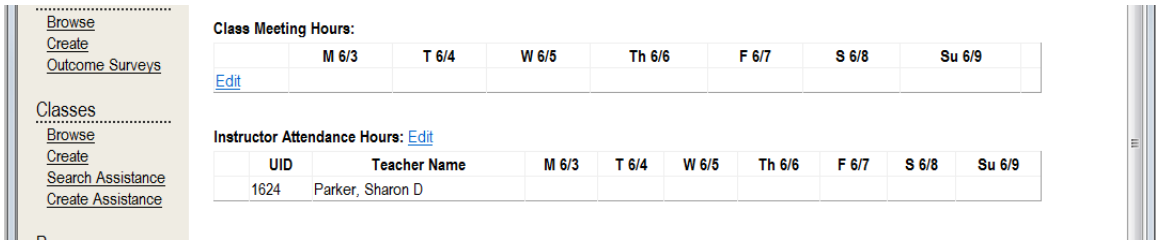


To view the attendance click the 'View Attendance' link on the Class Information page. The Class Attendance page shows attendance for the week selected. By default, the page displays the current week attendance information. To view previous week's attendance, select the year (if required) and week from the drop down boxes at the top of the tab. Both Student and Instructor attendance information are displayed and can be edited from this page.

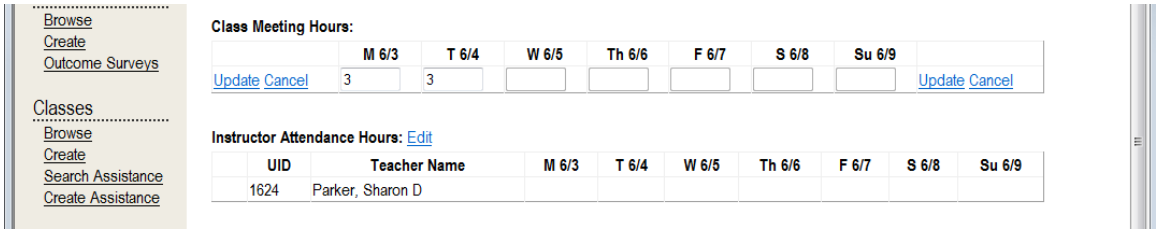
Note about attendance: A student can not have more attendance hours per day than the class meeting hours for that day.

5.5 Editing Attendance

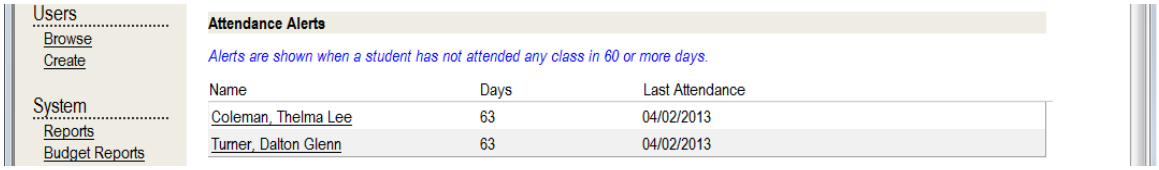
Class Meeting Hours



To edit the class meeting hours, click 'Edit' beside the class week. Enter the hours the class met for each day and click the 'Update' link. If a mistake was made, repeat the edit process. Class hours can be changed at any time.


Browse
Create
Outcome Surveys
Classes
Browse
Create
Search Assistance
Create Assistance
Class Meeting Hours:
M 6/3 T 6/4 W 6/5 Th 6/6 F 6/7 S 6/8 Su 6/9
Update Cancel 3 3 Update Cancel
Instructor Attendance Hours: Edit
UID Teacher Name M 6/3 T 6/4 W 6/5 Th 6/6 F 6/7 S 6/8 Su 6/9
1624 Parker, Sharon D

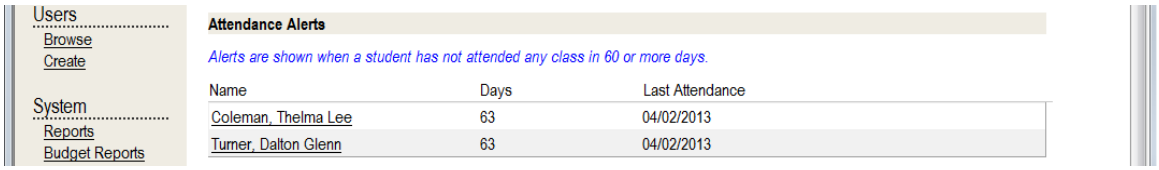
Student Attendance Hours



To edit the student attendance hours, click 'Edit' beside 'Student Attendance Hours' and enter the class hours attended by each of the students in the class for the week. Text boxes will be grayed out for days that there are no class meetings recorded.

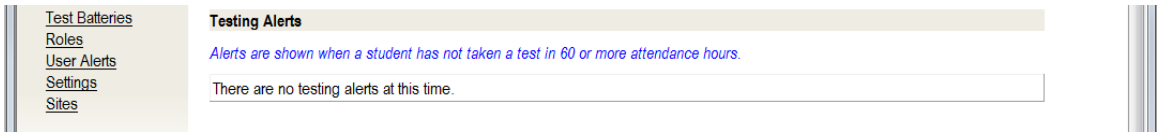
If attendance hours are entered that exceed the number of class meeting hours for that day, an error message will appear and prompt the user to correct the data.

5.6 Attendance Alerts



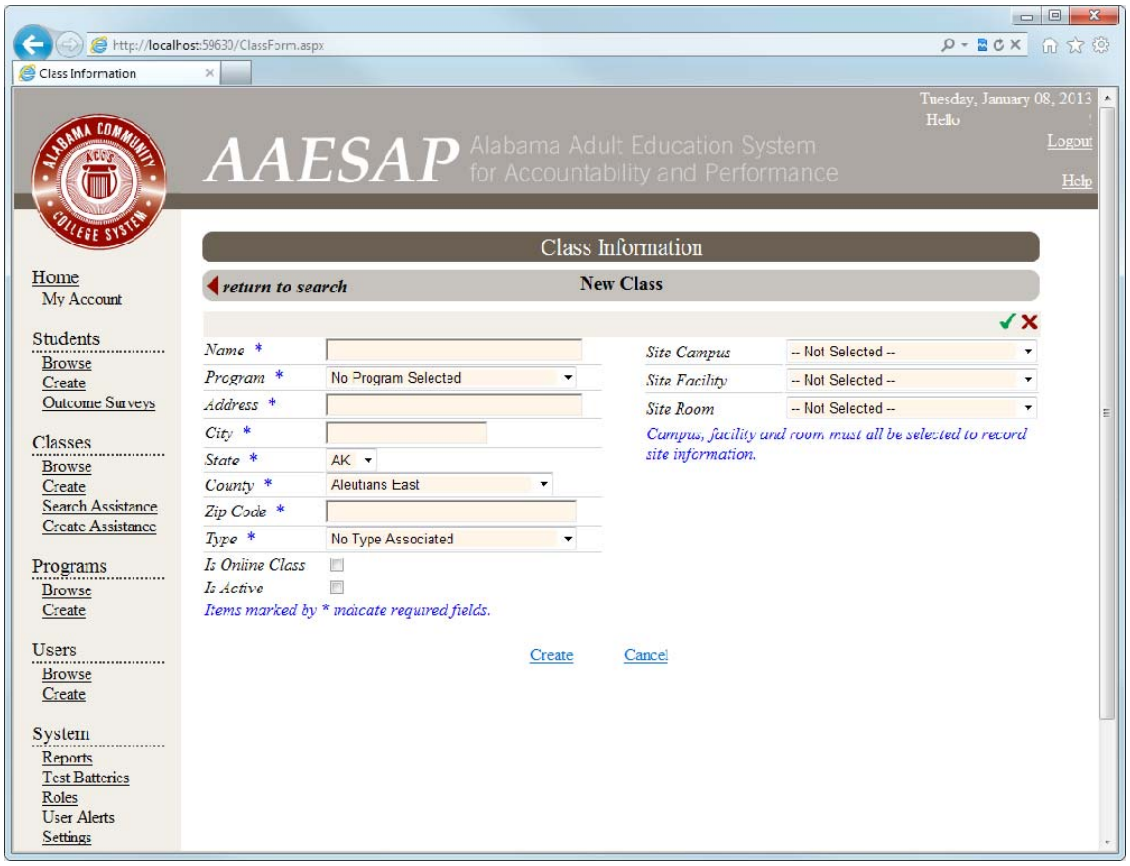
Attendance alerts are shown when a student has not attended any class in 60 or more days.

5.7 Testing Alerts


Test Batteries
Roles
User Alerts
Settings
Sites
Testing Alerts
Alerts are shown when a student has not taken a test in 60 or more attendance hours.
There are no testing alerts at this time.

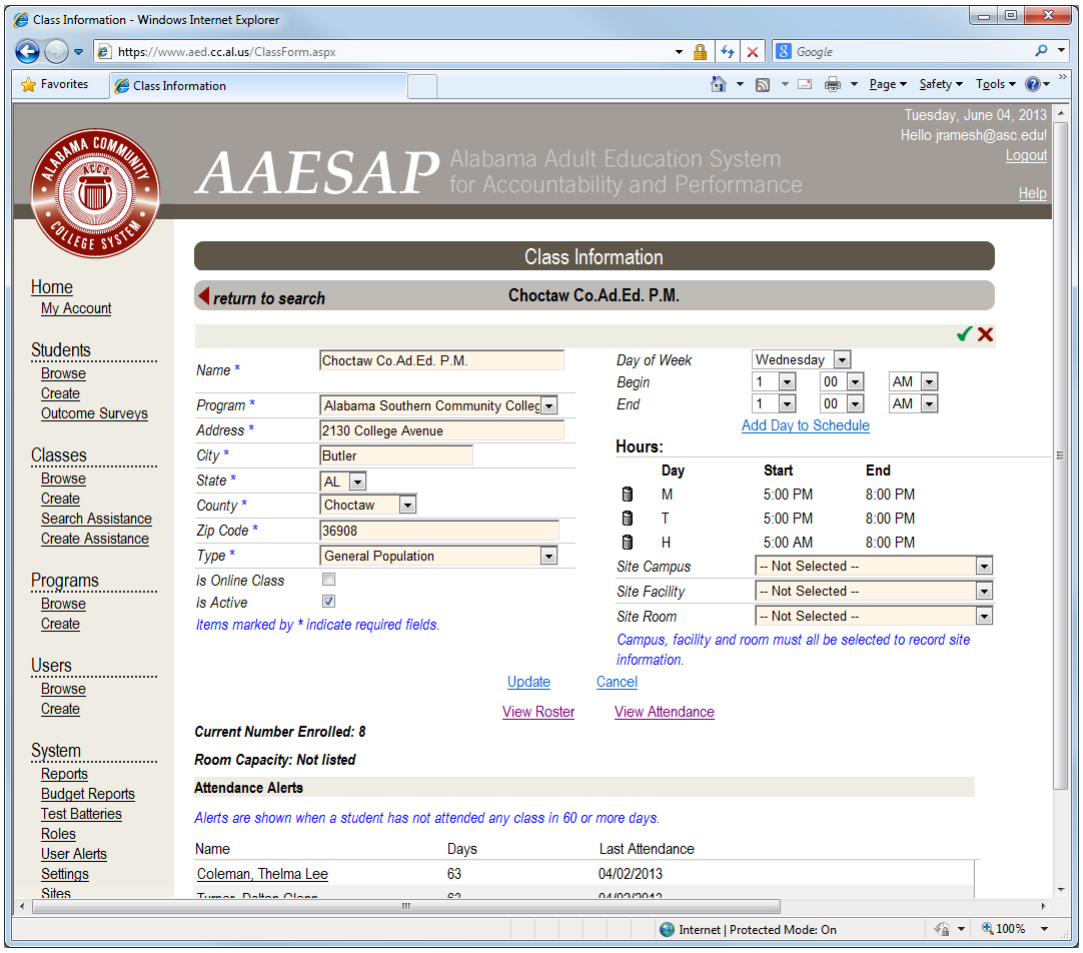
Testing alerts are shown when students have not taken a test after 60 hours of contact/attendance.

5.8 Creating and Editing a Class



To create a new class, click on ‘Create’ link under the ‘Classes’ header on the left hand side menu. Enter in the class information into the fields shown and click ‘Create’ to create the new class or click ‘Cancel’ to cancel the process.

To edit a class, click on the edit button on the top right corner of the General section. Here you will be able to set the class meeting hours.

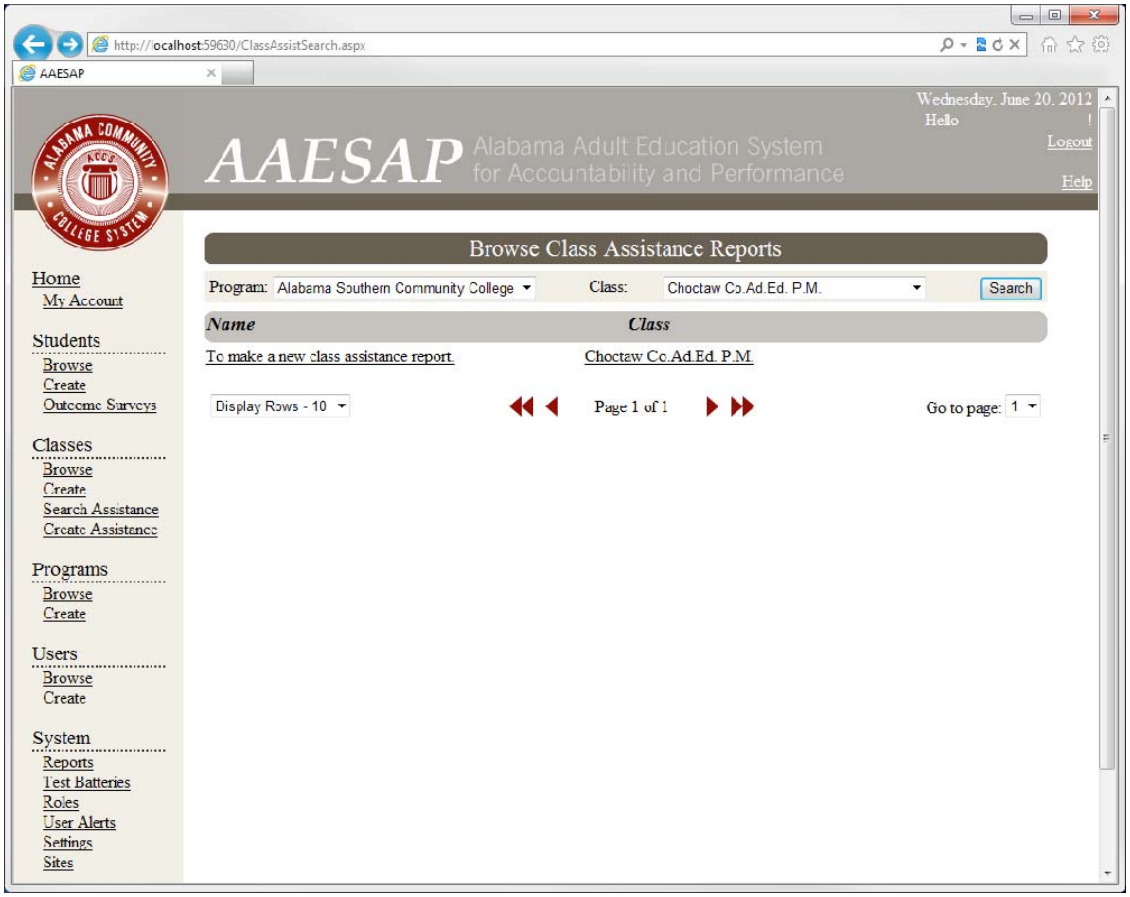


Note about meeting hours: A class can only have one set of hours scheduled per day, so having a class from 8-11 AM with a second session of 1-3 PM isn't possible at this time.

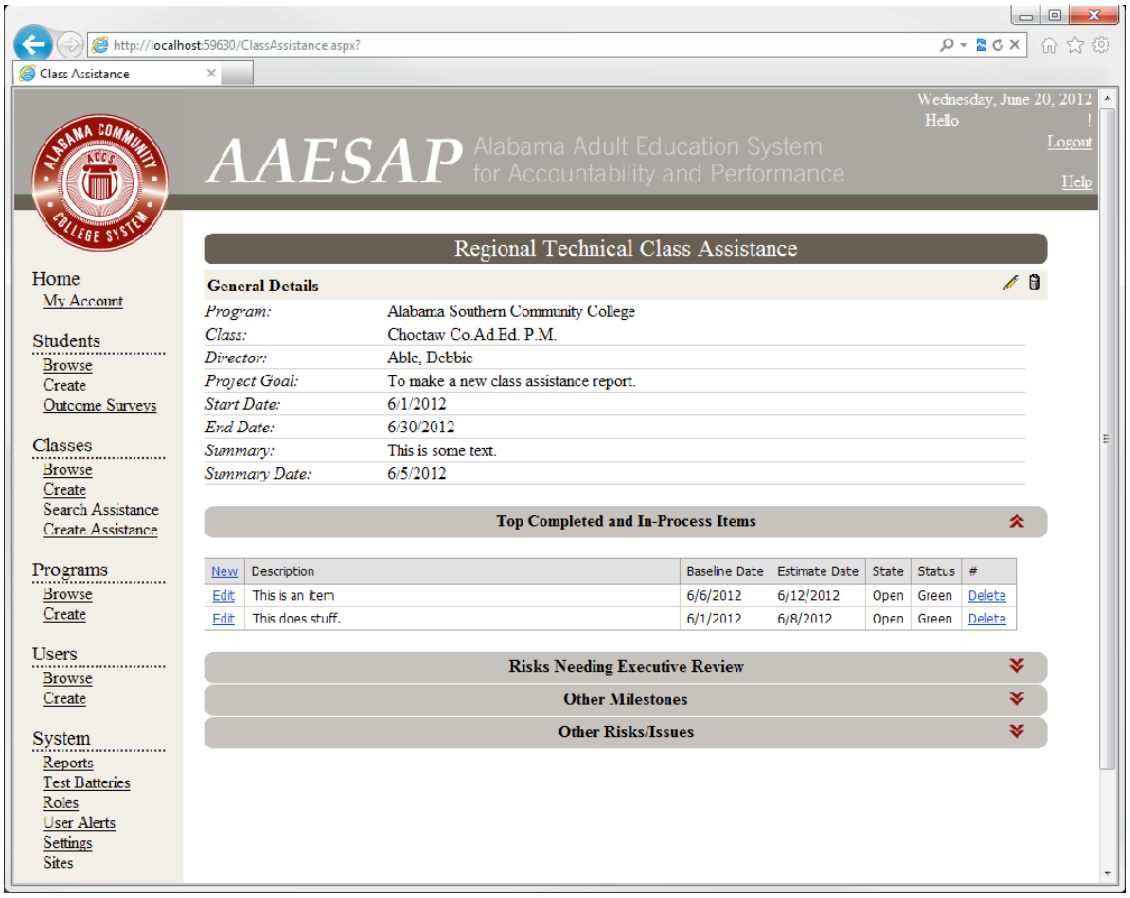
6 – Class Assistance

6.1 Searching for a Class Assistance Report

Class assistance reports are designed to help administrators identify areas needing improvement in their programs. To find an existing report for a program, click the 'Search Assistance' link below the 'Classes' header on the left side menu.

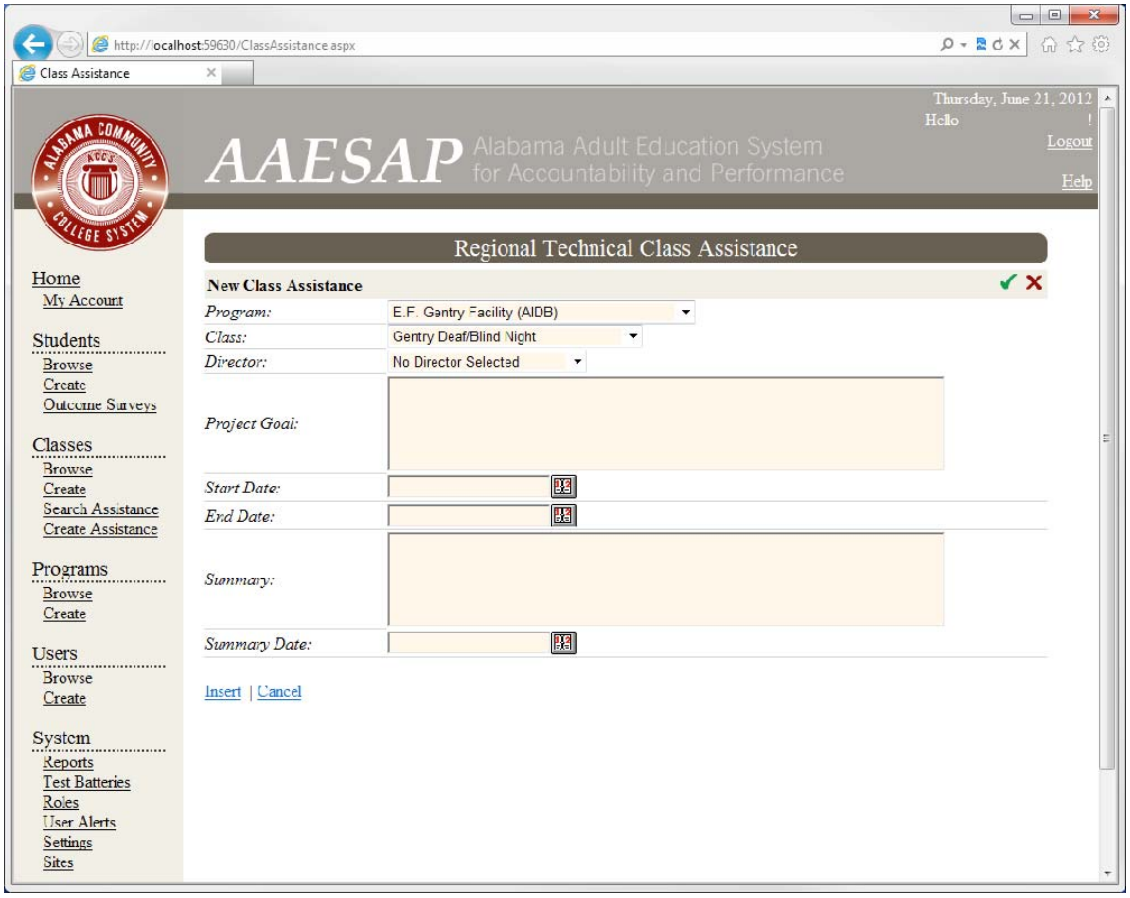


6.2 Viewing a Class Assistance Report



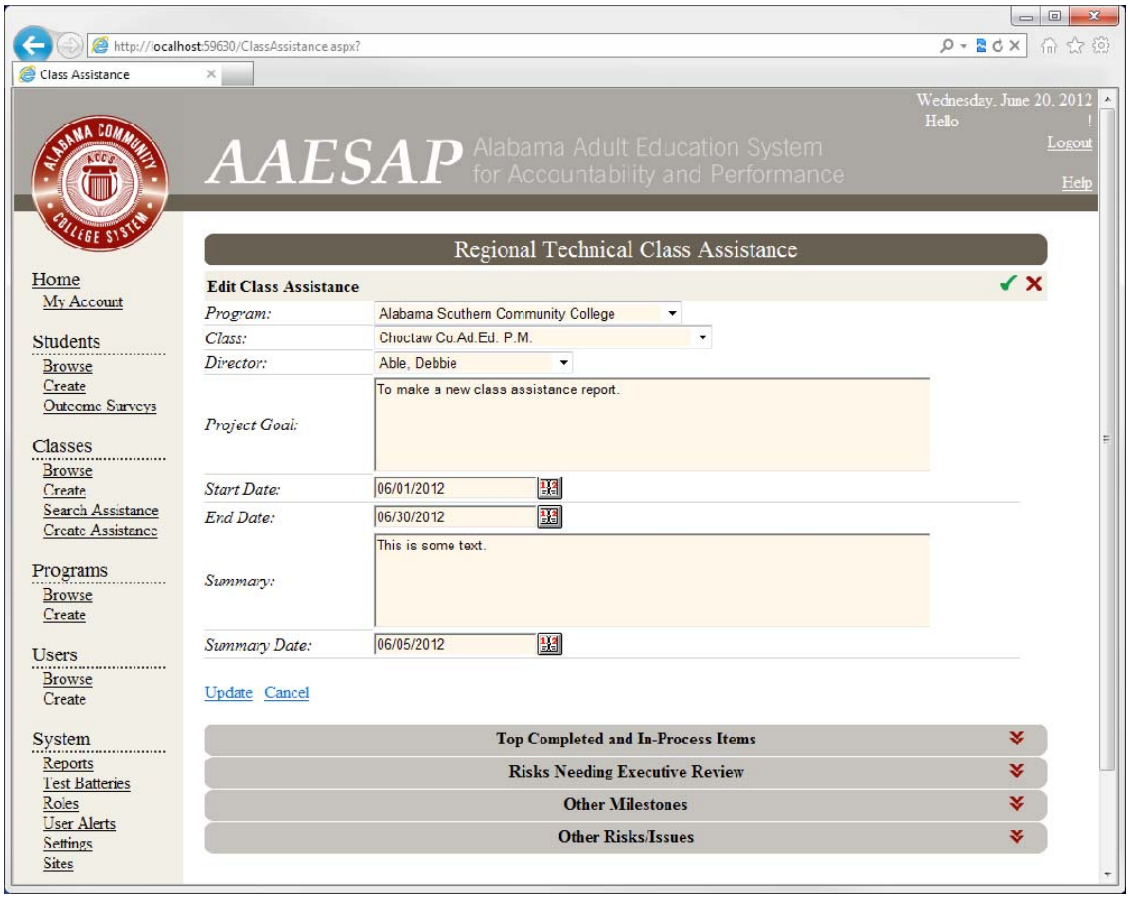
The class assistance report is broken into five sections. The top of the page details the specific class information, while the bottom four sections are lists of the items, risks and milestones relevant to the report.

6.3 ***Creating a Class Assistance Report***

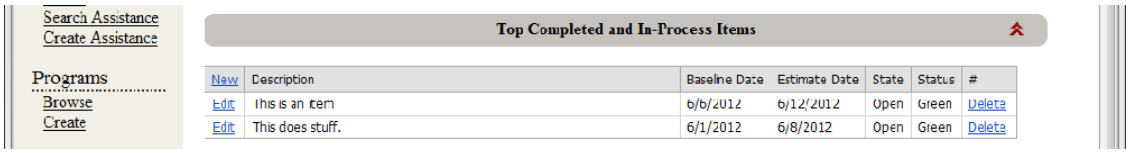


A new class assistance report can be created by clicking on the 'Create Assistance' link on the left side menu under the 'Classes' header. Enter in data in all the fields, and then click 'Insert' at the bottom of the page or the green checkmark at the top of the page to create the new report. After the basic information about the class assistance has been entered, the items and risks for that class can then be added.

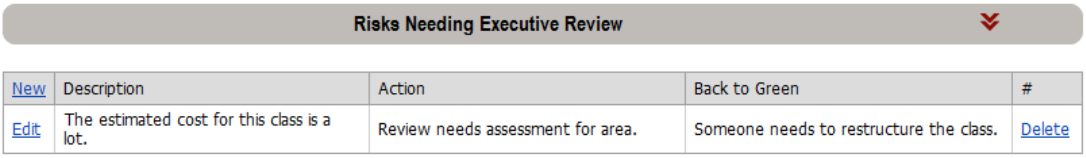
6.4 Editing a Class Assistance Report



To edit a class assistance report, click on the pencil icon in the top right corner of the 'General Details' section. To finish updating, click the green checkmark or click the red 'x' to cancel.


Search Assistance
Create Assistance
Programs
Browse
Create
Top Completed and In-Process Items
New Description Baseline Date Estimate Date State Status #
Edit This is an item 6/6/2012 6/12/2012 Open Green Delete
Edit This does stuff. 6/1/2012 6/8/2012 Open Green Delete

To view the items or risks assigned to the report, expand the relevant section by clicking on the red double arrow on the item title bar. This will display a list of all the items that have been added to the report.


Risks Needing Executive Review
New Description Action Back to Green #
Edit The estimated cost for this class is a lot. Review needs assessment for area. Someone needs to restructure the class. Delete

To add a new item or risk, after expanding the section, click on ‘New’ in the upper left corner of the list. An empty entry field will be displayed for a new item to be entered. Click ‘Update’ after all information has been entered for the new item to be saved.

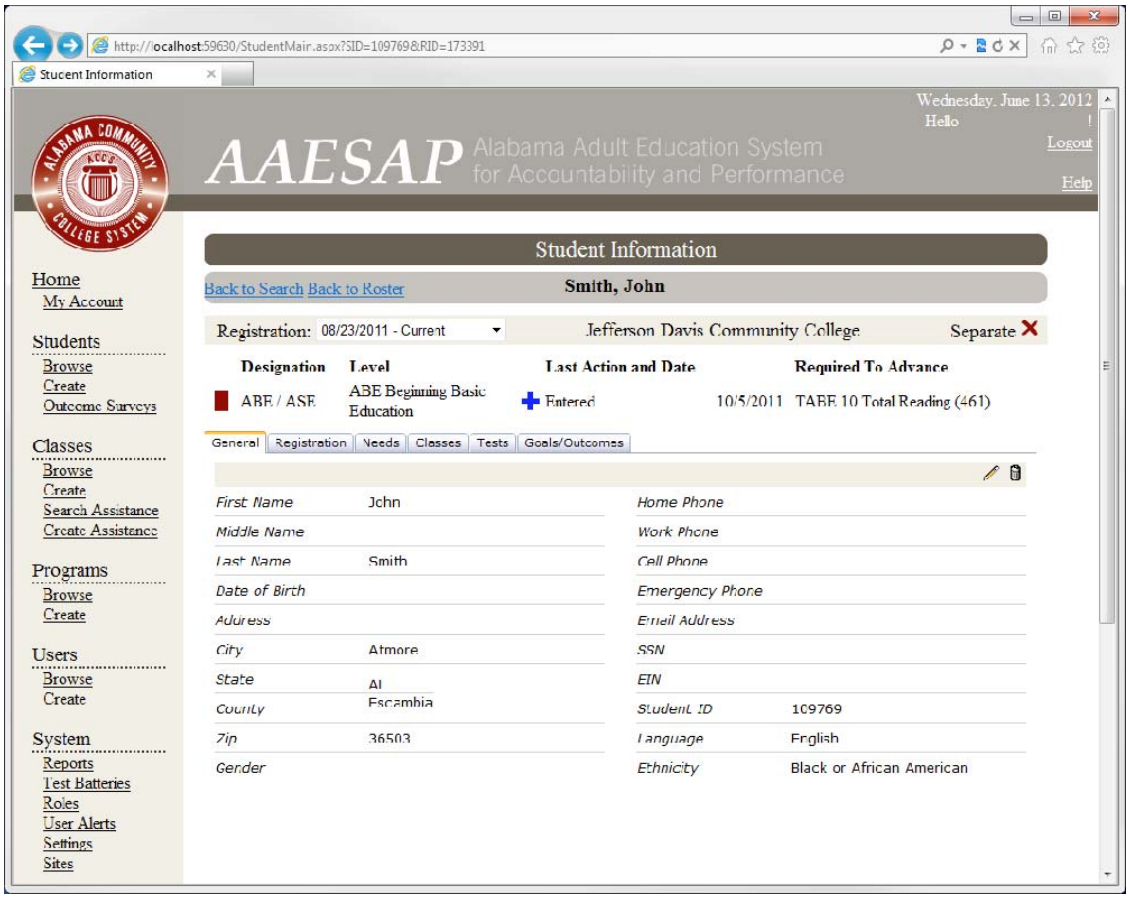
To edit or delete a previously entered item, click on the ‘Edit’ or ‘Delete’ links to the left or right of the item.

7 – Students

7.1 Student Search

To search for a student's page, click on 'Browse' under the 'Students' header on the left side menu. Students can be searched based on various search criteria including last name, first name, ID, SSN or Birthdate. The student list will not appear until the 'Search' button is clicked or a program from the 'Program' drop down list is selected. Narrow down the search results by putting part or all of a student's name or identification numbers in the boxes provided.

7.2 Student Information



The student information is split into six tabs on a single page. If a student has been registered multiple times, select which registration data to view by choosing the registration period from the drop down menu at the top of the page.

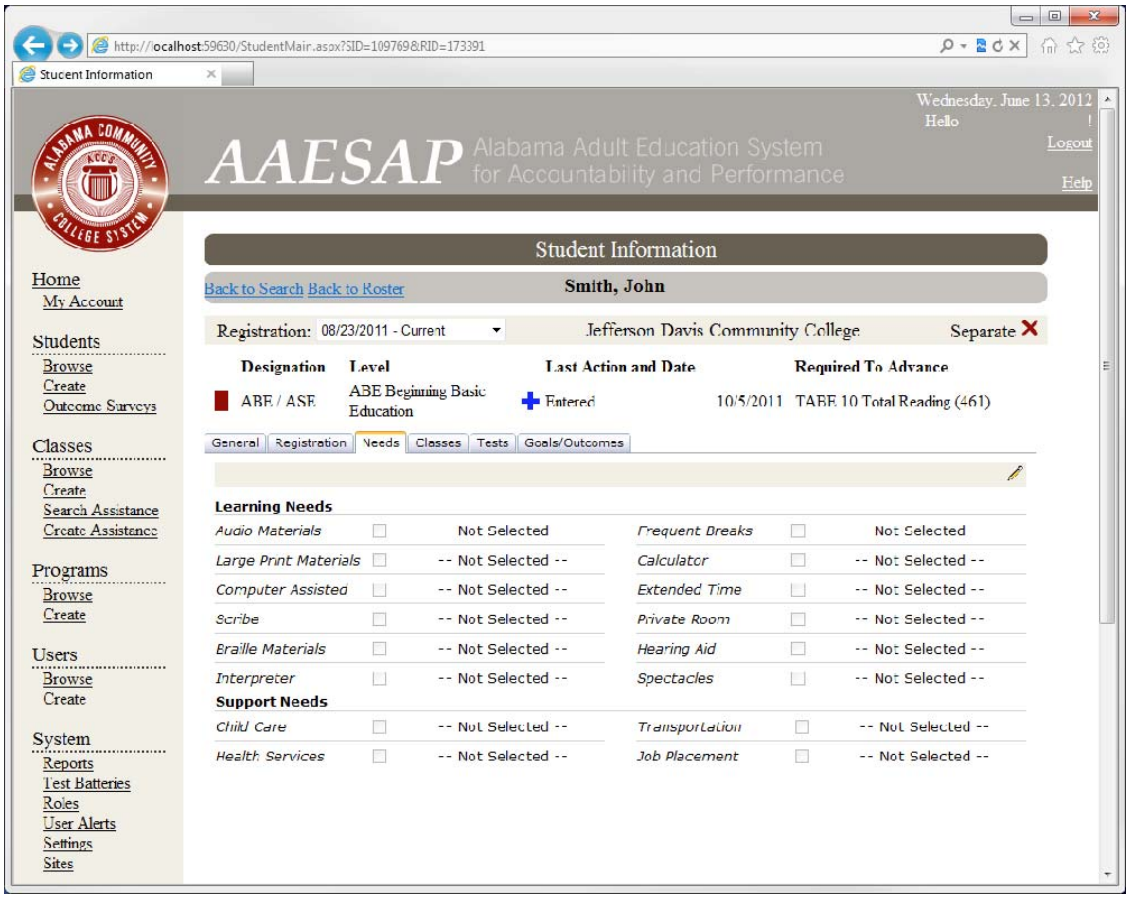
7.3 General Section

The general section displays the name, address, birth date, gender, ethnicity, SSN, Student ID and contact information.

7.4 Registration Section

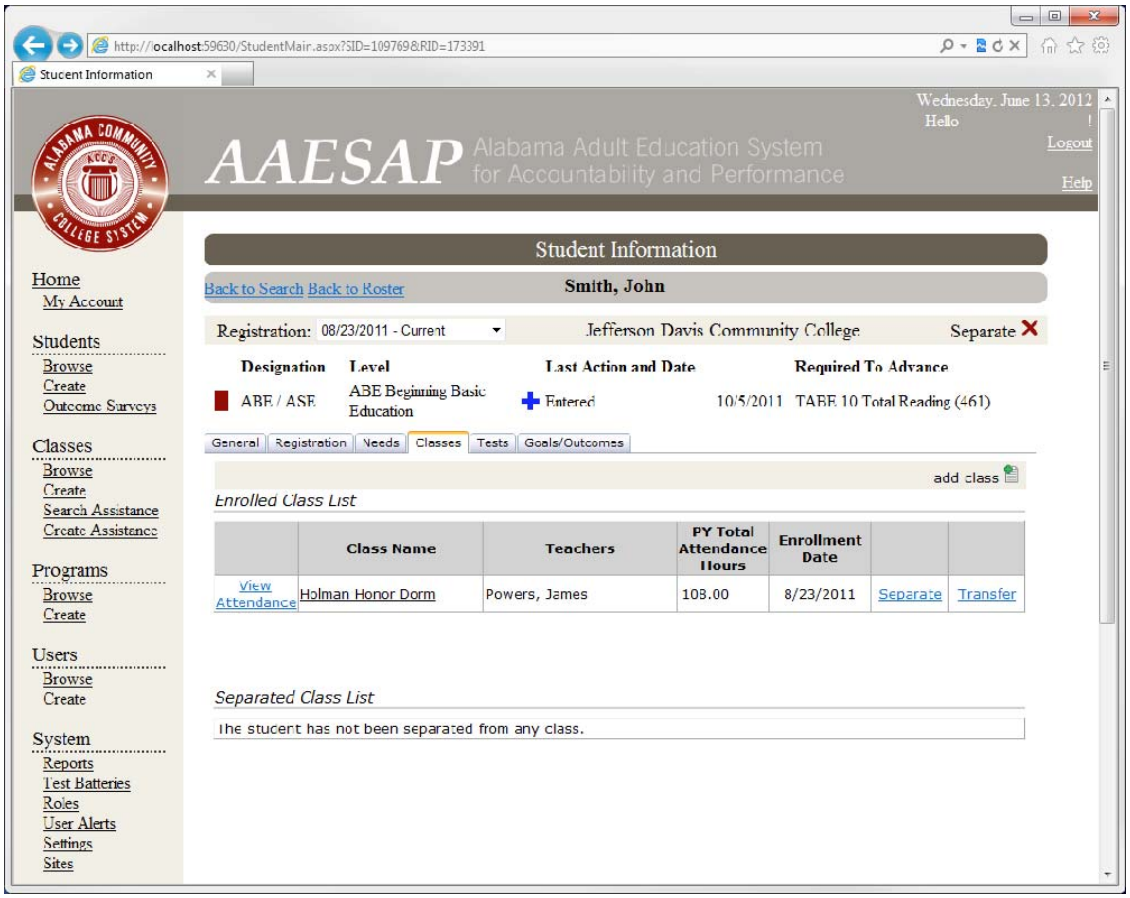
The registration section displays the program the student has been assigned to for that registration and the student demographics.

7.5 Needs Section



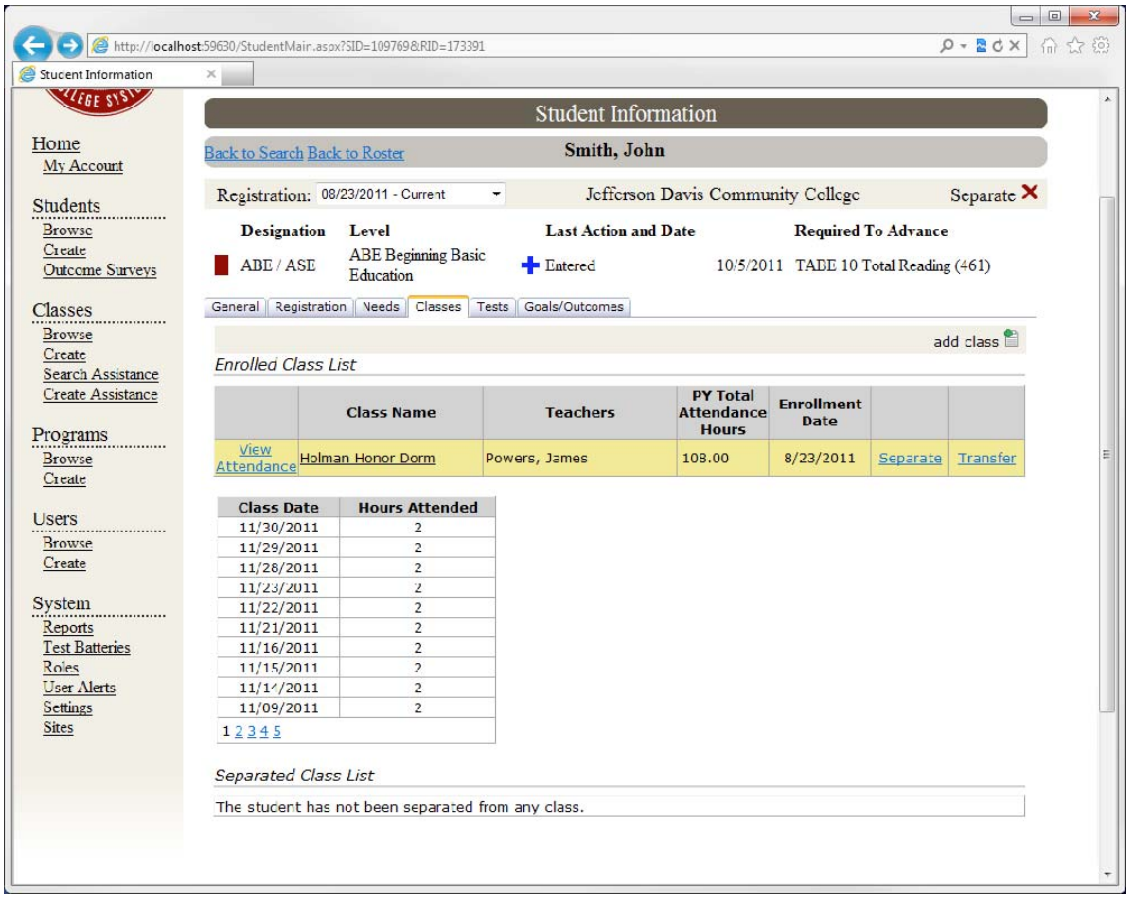
The needs section displays the learning and support needs the student requires for the given registration.

7.6 Classes Section



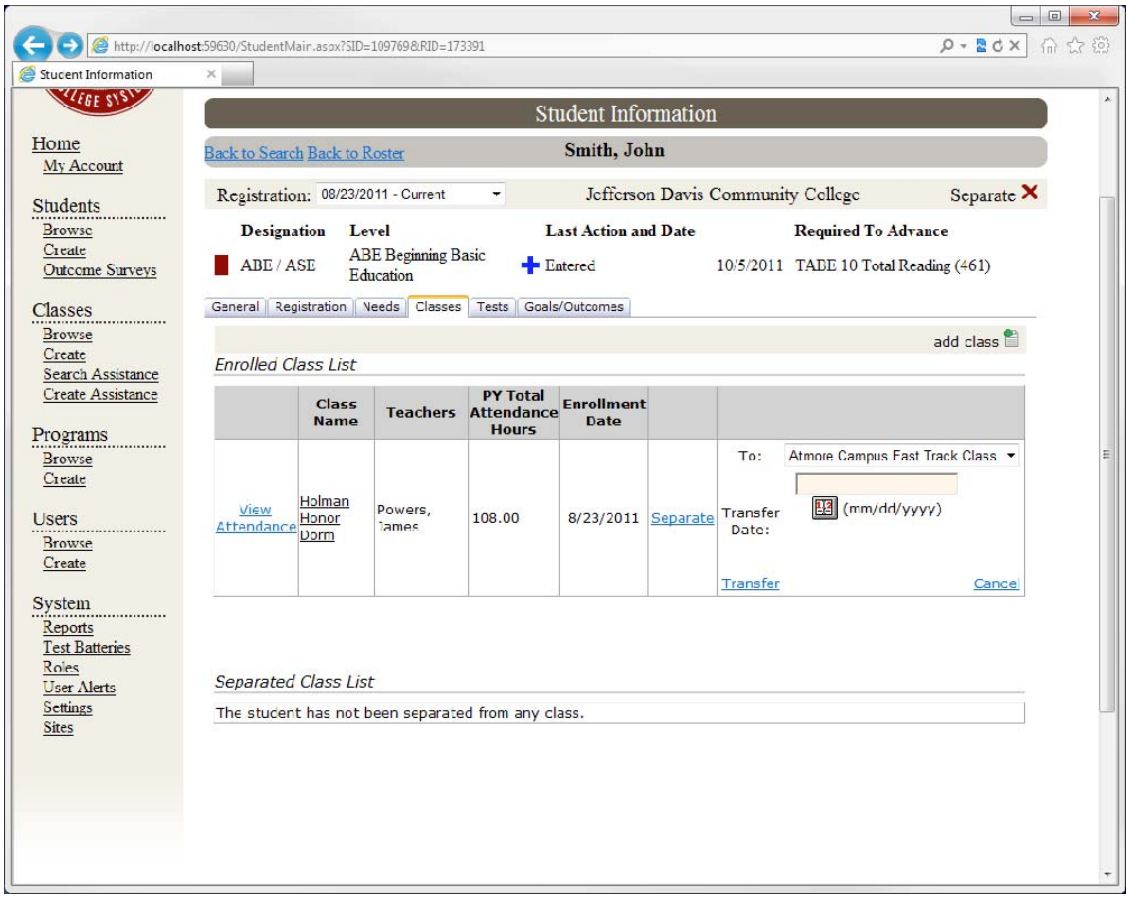
The classes section shows which classes a student is currently enrolled in as well as all classes that student has been separated from during that registration.

7.7 Classes Tab - Viewing Attendance



To view the attendance for a particular class, click on 'View Attendance' beside the class name. The selected class will be highlighted in yellow and the attendance summary will be shown in a grid below. If the student has many days of attendance, the list will be paginated with the page numbers listed at the bottom of the grid.

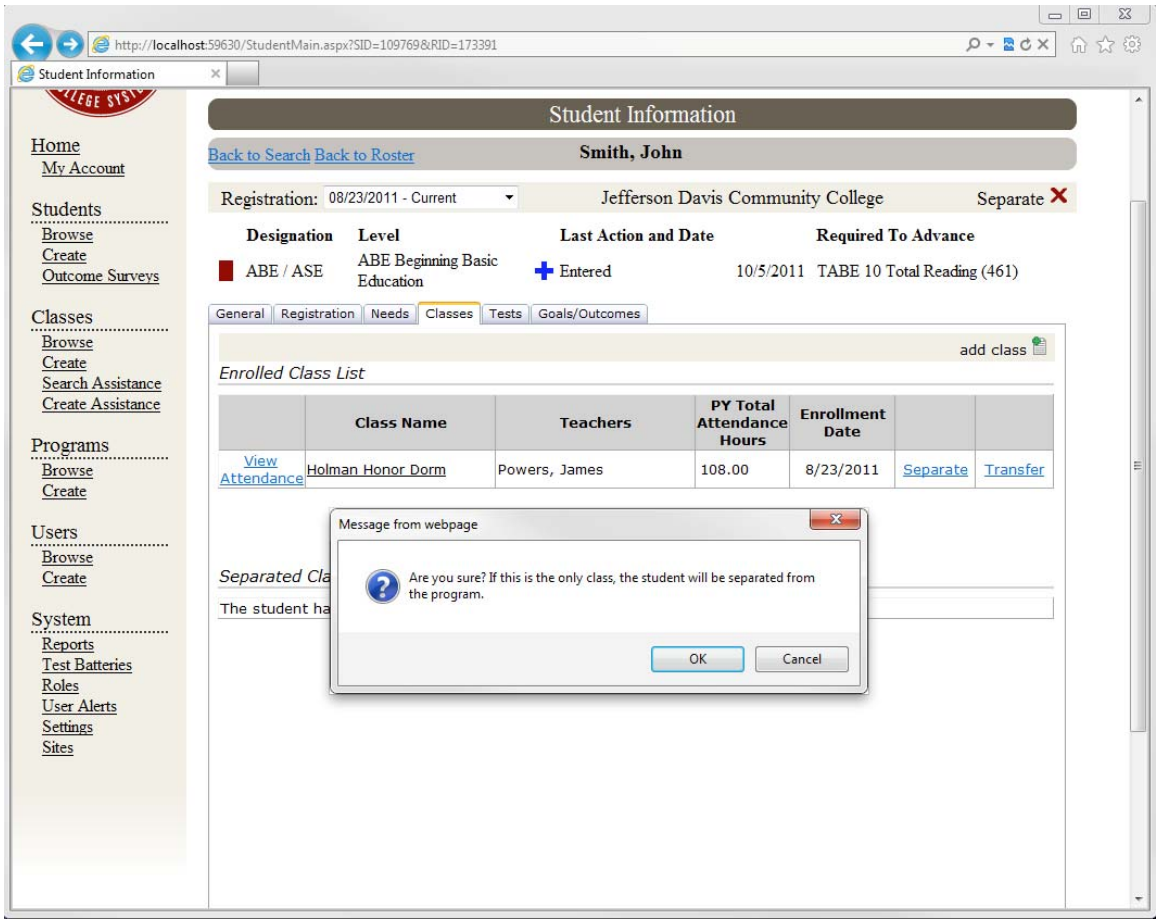
7.8 Transferring to another Class



To transfer to another class, click on the 'Transfer' button to the far right of the class name to be transferred from. A new drop down list will appear showing a list of classes to transfer to. Once the new class is selected, click 'Transfer' to complete the transfer or 'Cancel' to cancel the action.

Note about transfer: Transfers can only happen between classes in the same program. To transfer to a class in a different program, the student must be separated from all the classes within the current program (which ends the registration) and re-registered in the new program.

7.9 Separating from a Class or Program

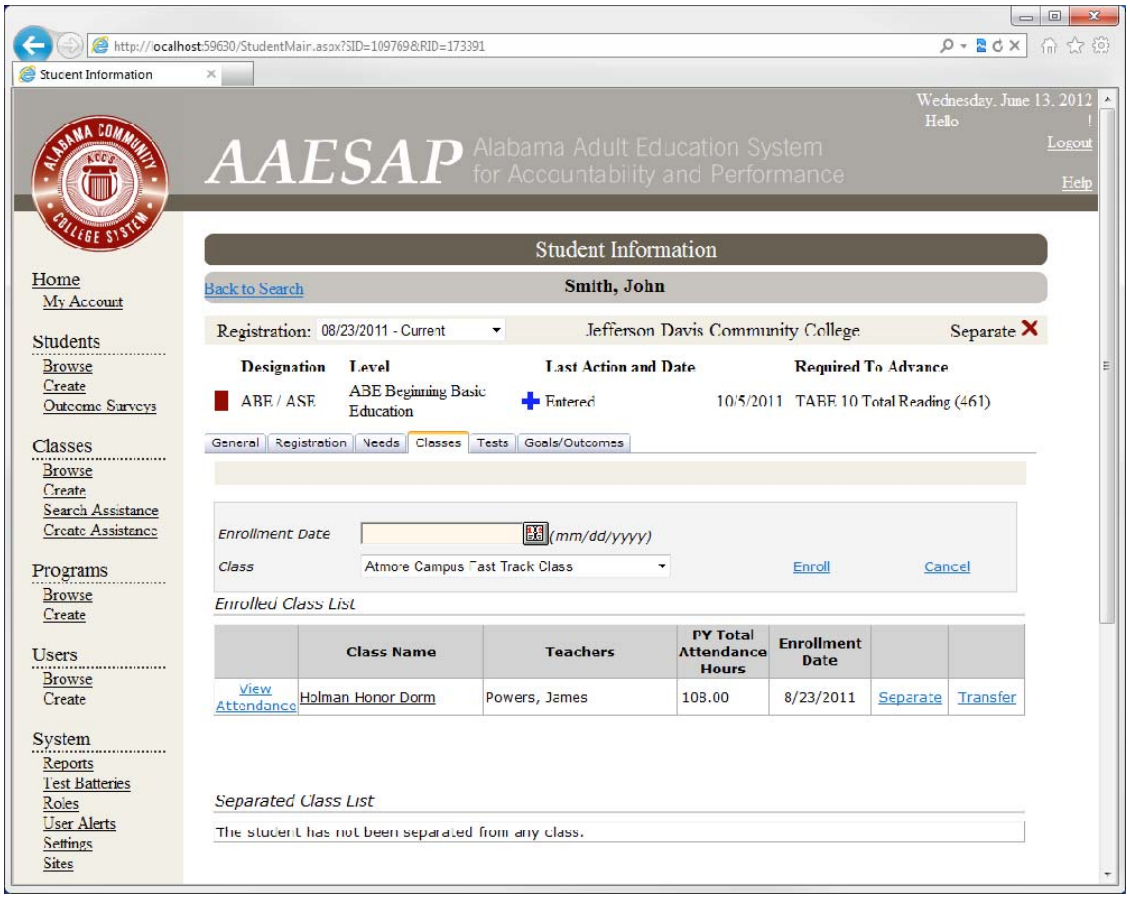


To separate from a class, click on the 'Separate' button to the right of the class name to be separated from. A pop up message will appear confirming the separation. To finalize the separation, click 'Ok', or click 'Cancel' to stop the separation.

To separate from all the classes a student is enrolled in at one time, click the X beside 'Separate' to the right of the program name. This will end the current registration for the student.

Note about separation: If the student is currently enrolled in only one class, separating the student from the class will also separate the student from the program and end the current registration. A student ***must*** *be enrolled in at least one class to continue a registration in a program.*

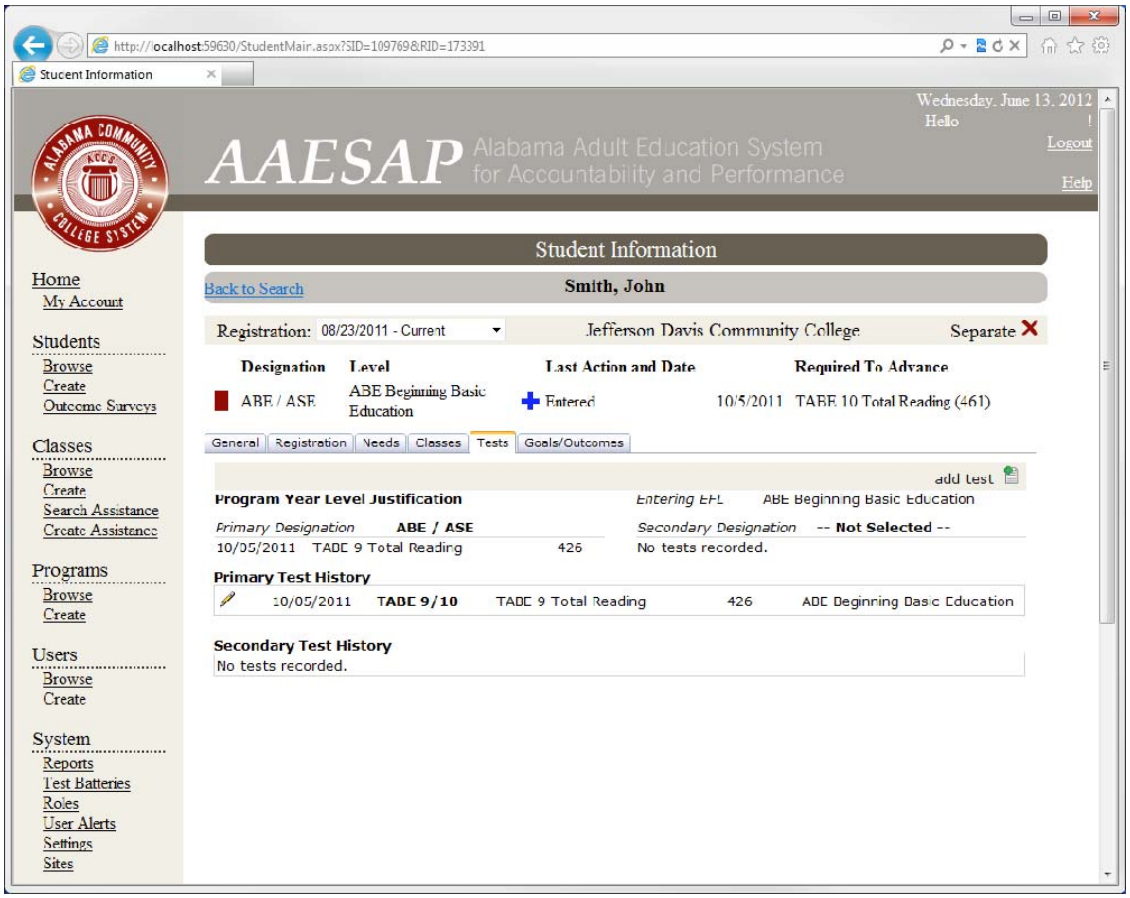
7.10 Adding a Class



To add a student to a new class, click on the 'add class' button in the top right corner of the Classes tab. A new panel will appear, allowing the user to record the date the student entered the class and which class the student enrolled in. Click 'Enroll' to complete the process or 'Cancel' to cancel the new class enrollment.

Note about adding classes: If a class does not currently have active teachers assigned to it, students cannot be added to the class.

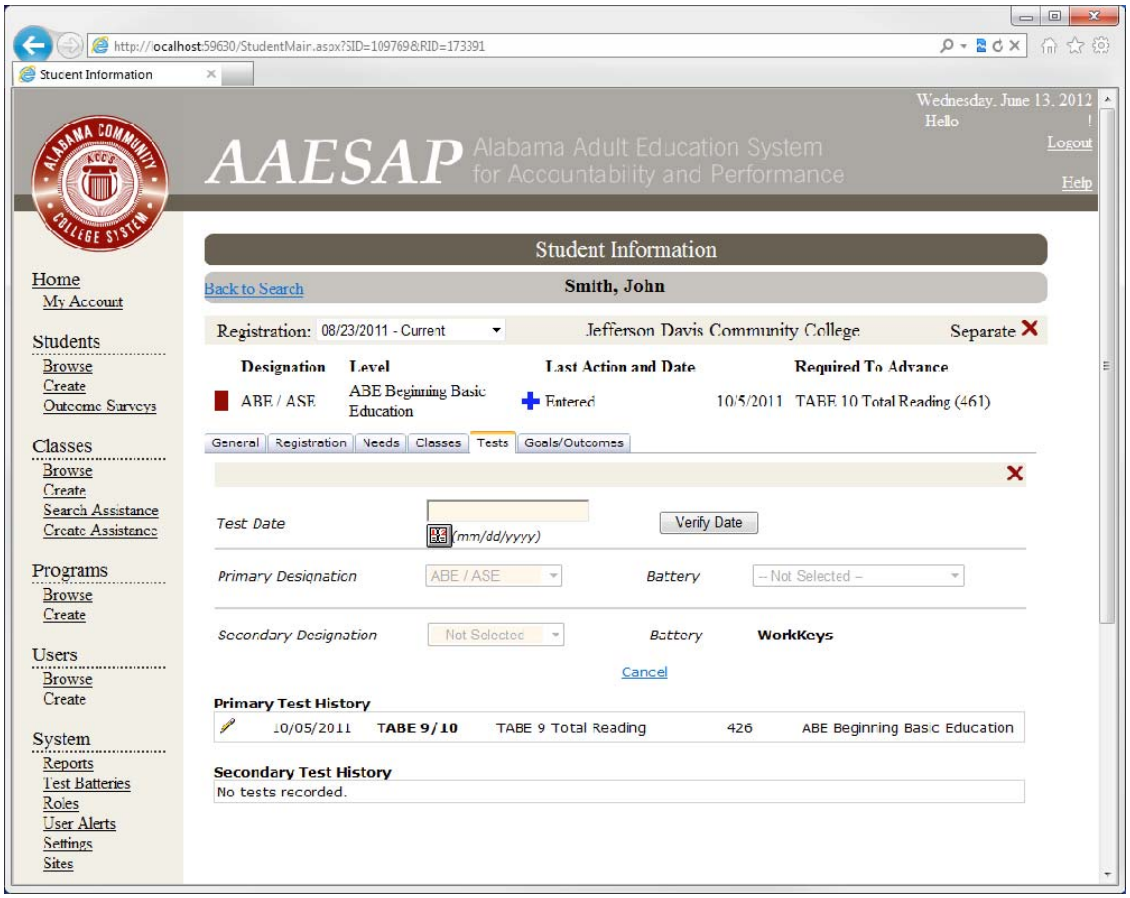
7.11 Tests Section



The tests section lists the history of tests the student has taken during the registration period. The test section has two important parts, items in bold indicate the designation, battery and justification the student is in, while items in normal font show individual tests, dates and scores.

To add a new test, click on the ‘add test’ button in the upper right corner of the Tests tab.

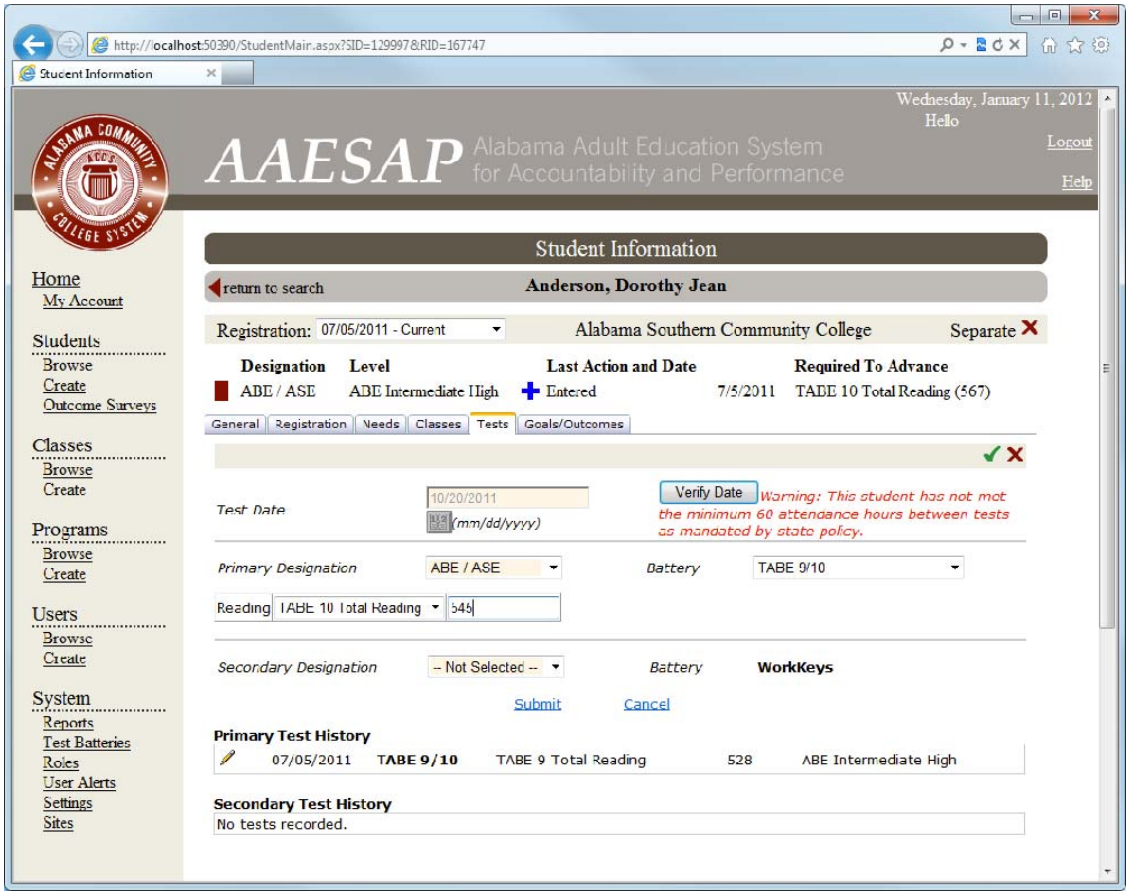
7.12 Adding a Test



Tests can only be taken on dates that the student has attended a class within this registration period. Test can be entered for either primary (ESL and ABE/ASE) or secondary (WorkKeys) designations.

A student can only be assigned the secondary designation of WorkKeys if the student has a prior test history in an ESL or ABE/ASE battery during the current registration.

A new designation can only be assigned once the initial pre-tests have been taken. For example, WorkKeys cannot be assigned to a student without the initial tests being entered at the same time.



When entering a test, enter the date of the test and click 'Verify Date'. This checks that the student has had class attendance on the date of the test. After verifying the date, select the battery and a grid will appear listing all the tests the student is eligible to take. Enter the scores for the relevant test and click 'Submit'.

7.13 Deleting a Test

Primary Test History

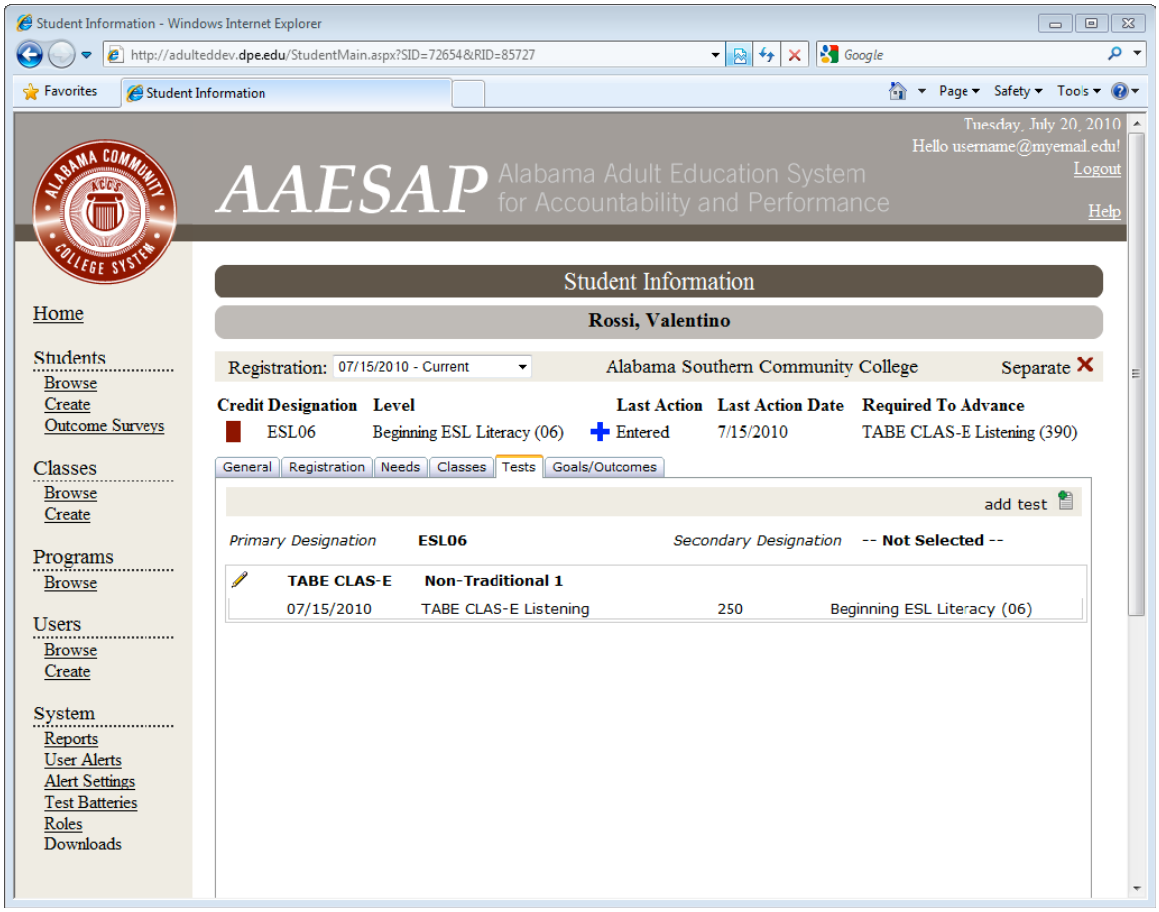
	10/20/2011	**TABE 9/10**	TABE 10 Total Reading	545	ABE Intermediate High
	07/05/2011	**TABE 9/10**	TABE 9 Total Reading	528	ABE Intermediate High

Secondary Test History

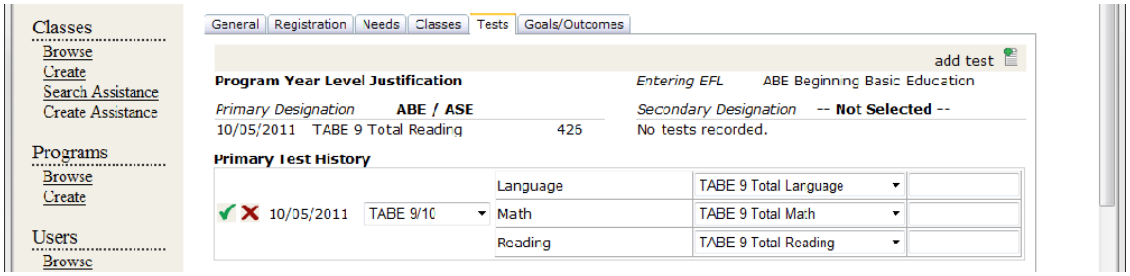
No tests recorded.

Tests can only be deleted in the order of last in – first out.

7.14 Editing the Pre-Test



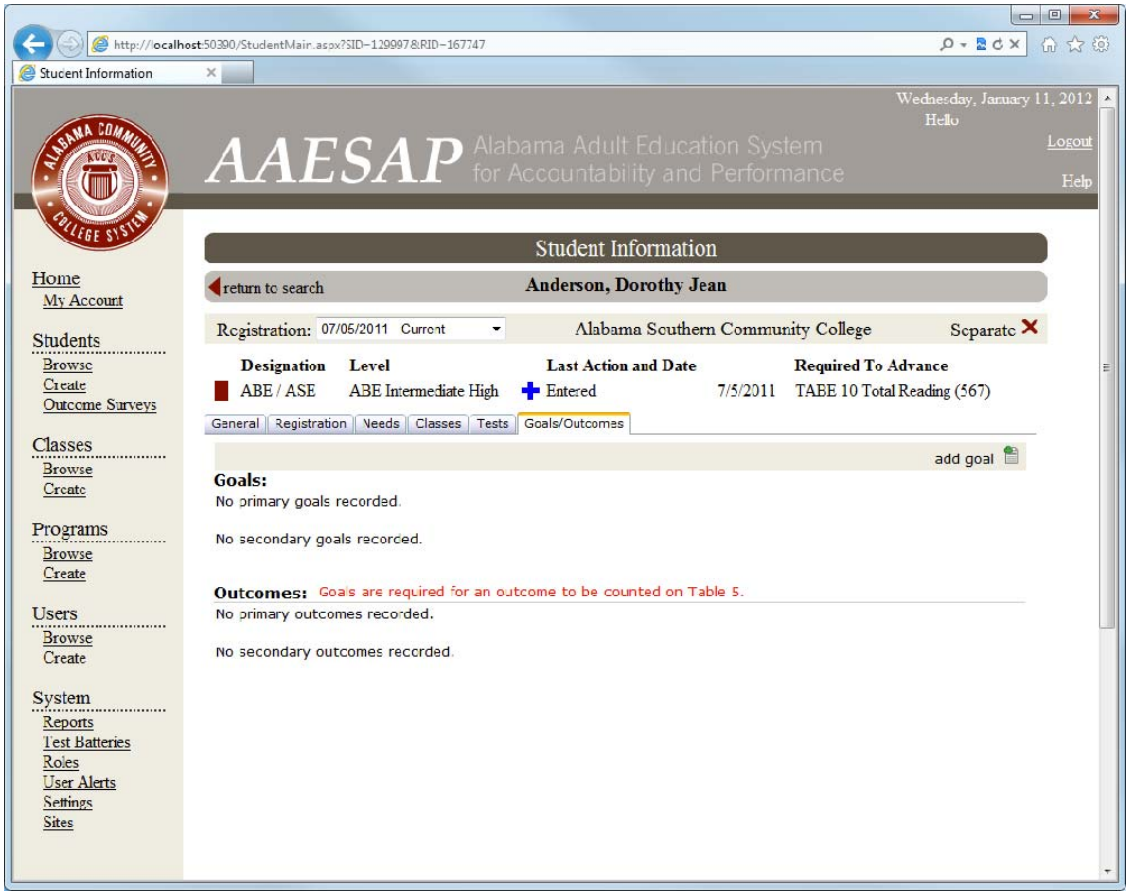
The initial pre-test can be edited within 45 days of the **registration date**. During that time period, an edit button will be shown beside the test entry. Once the 45 day period after initial registration has passed, the pre-test can no longer be edited.



All eligible test batteries are shown in the left drop down box. To change a student's designation, select the new test battery to put the student in, select the justification and enter the test scores. Click the checkmark to finish the process or the X to cancel. When the page reloads, the new designation, battery, justification and tests will be shown.

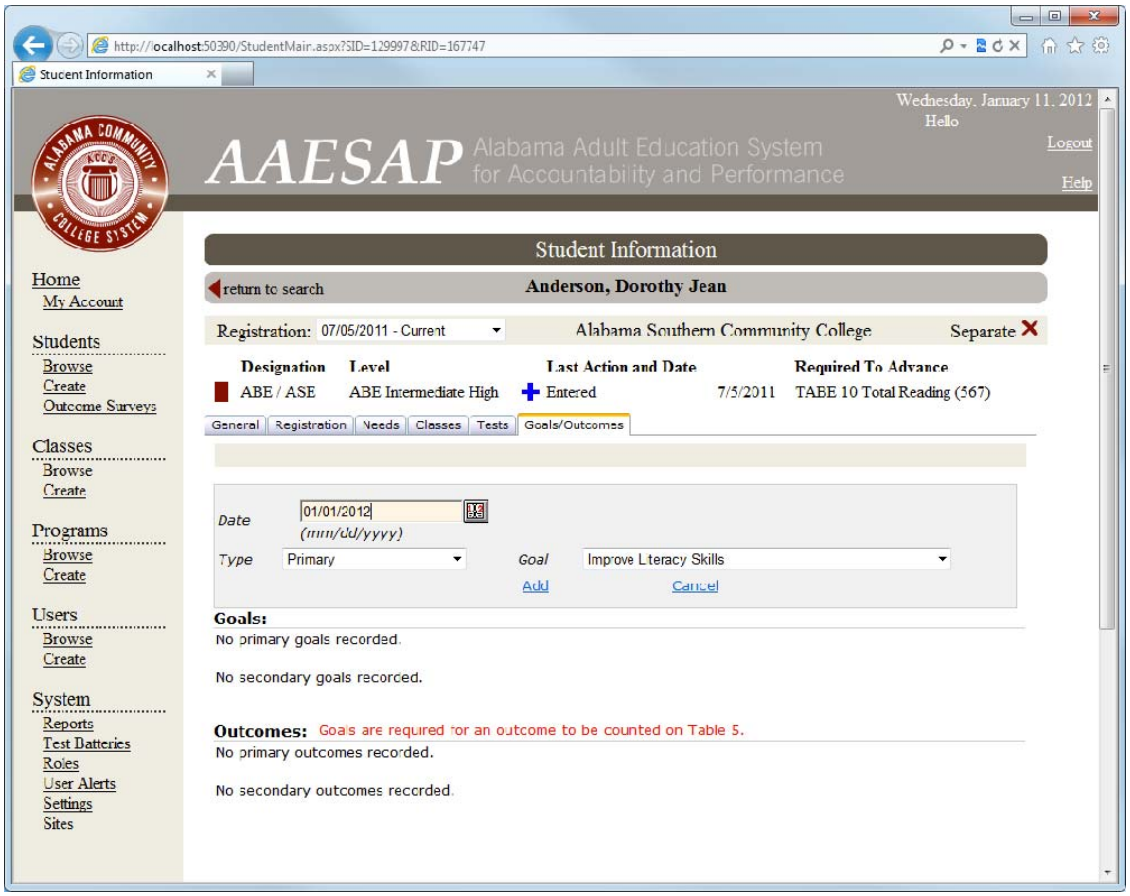
Note about editing the pre-test: The initial date of registration cannot be changed.

7.15 Goals/Outcomes



Goals and Outcomes are recorded on the last tab on the page. Goals can be deleted during a current registration period, but after separation, goals can no longer be removed.

7.16 Adding a Goal or Outcome



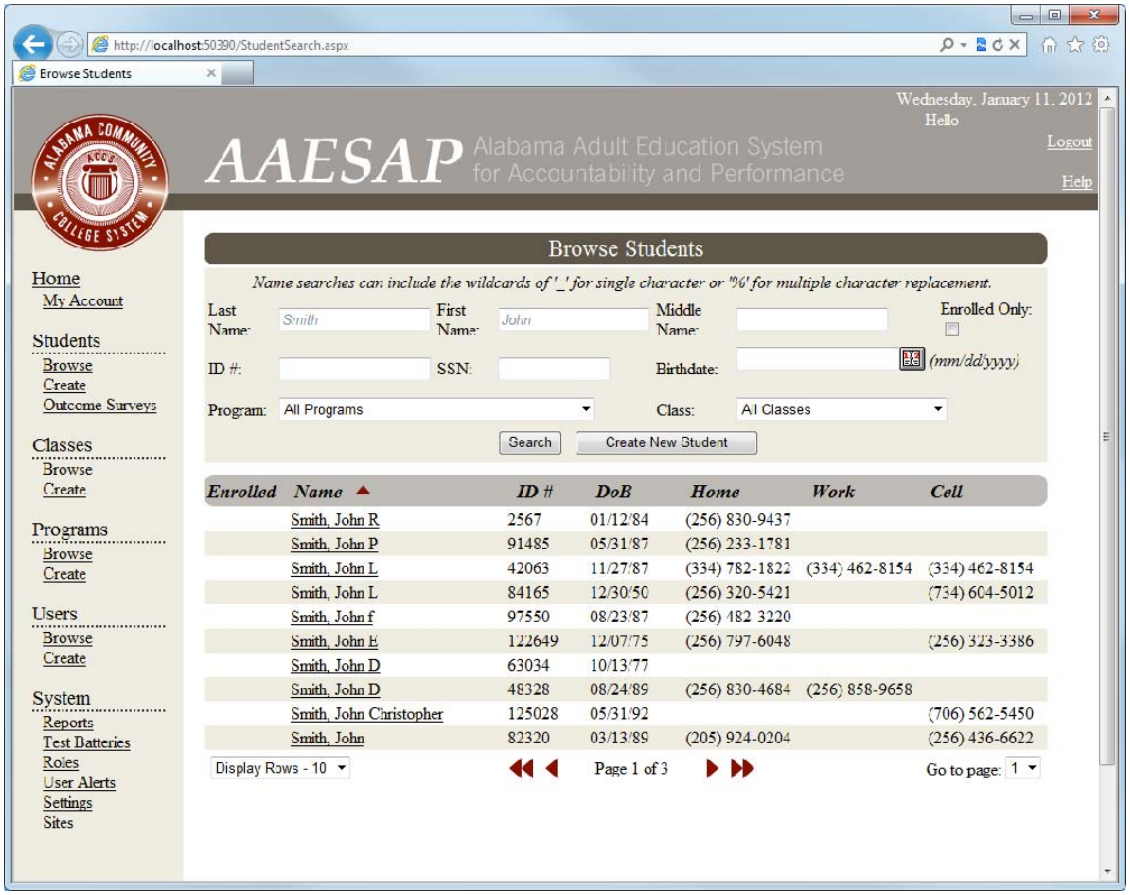
To add a new goal, click the ‘add goal’ button in the top right corner of the Goals/Outcomes tab. Enter the goal date and select the type of goal (primary or secondary) and the goal description, then click ‘Add’.

There are two ways the Primary Goal of ‘Earn GED Certificate’ can show up in the Goals/Outcomes list. The first method is by manual entry, adding the goal through the ‘add goal’ process. The second way is by the GED database reporting a successful GED test by a student with the matching Social Security Number.

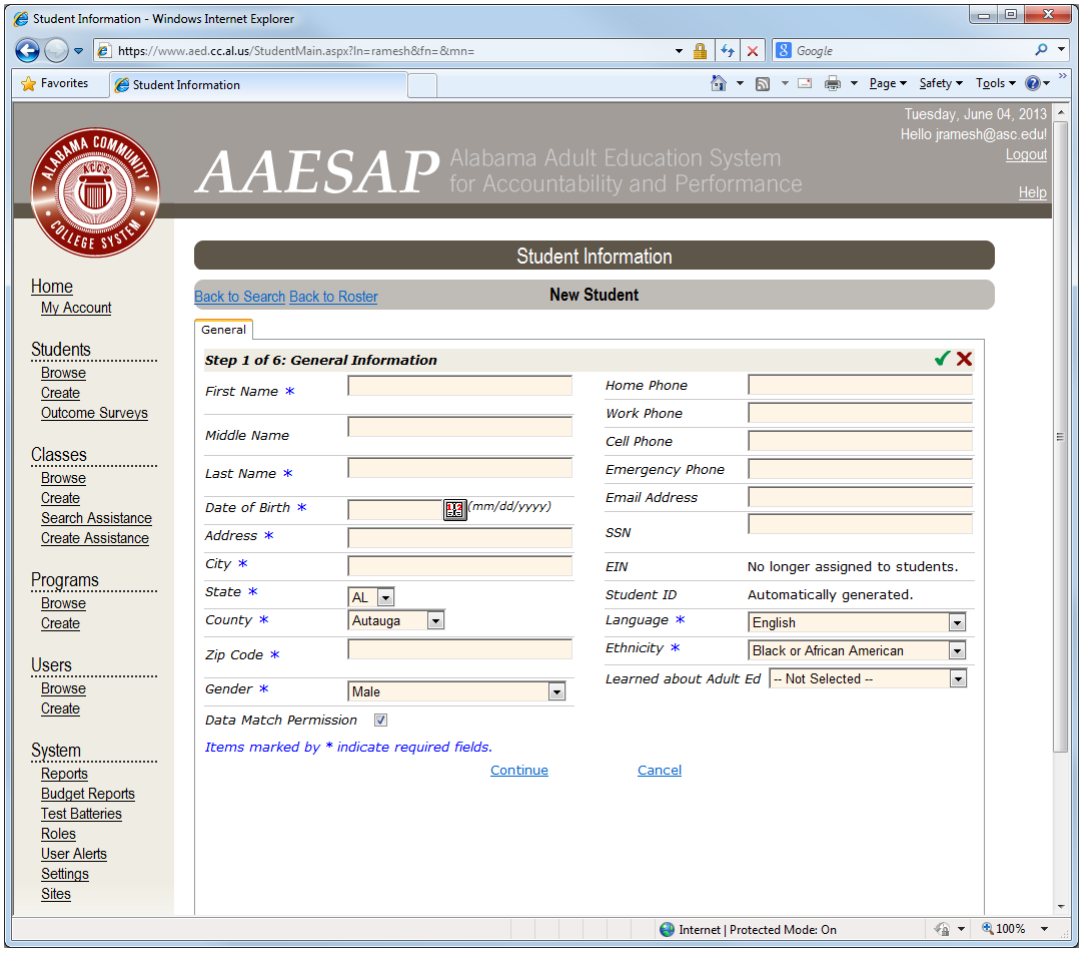
To determine which method was used to add the goal/outcome to the list, look at the last column 'Data Source'. If the GED was entered manually, the data source will be 'AAESAP Entry'. If the GED was recorded in the GED database, the data source will be 'GED Database'. It is possible to have both entries in the Primary Outcome list. However, if the student does not have the goal/outcome of 'Earn GED Certificate' with the data source of 'AAESAP Entry', then it will **not show up in the report**, no matter if the GED was recorded in the GED database.

*Note about GED goals/outcomes: In order to data match with the GED database, a person with 'Earn GED Certificate' as a goal **must have an accurate SSN** entered into AAESAP.*

7.17 Creating a Student



To create a new student, click ‘Browse’ or ‘Create’ under the ‘Students’ header in the left side column. On the search page, enter the new student’s known information and click ‘Search’ to check if the student has a previous student entry. If no correct matches are found, click ‘Create New Student’ and the student creation wizard will load.

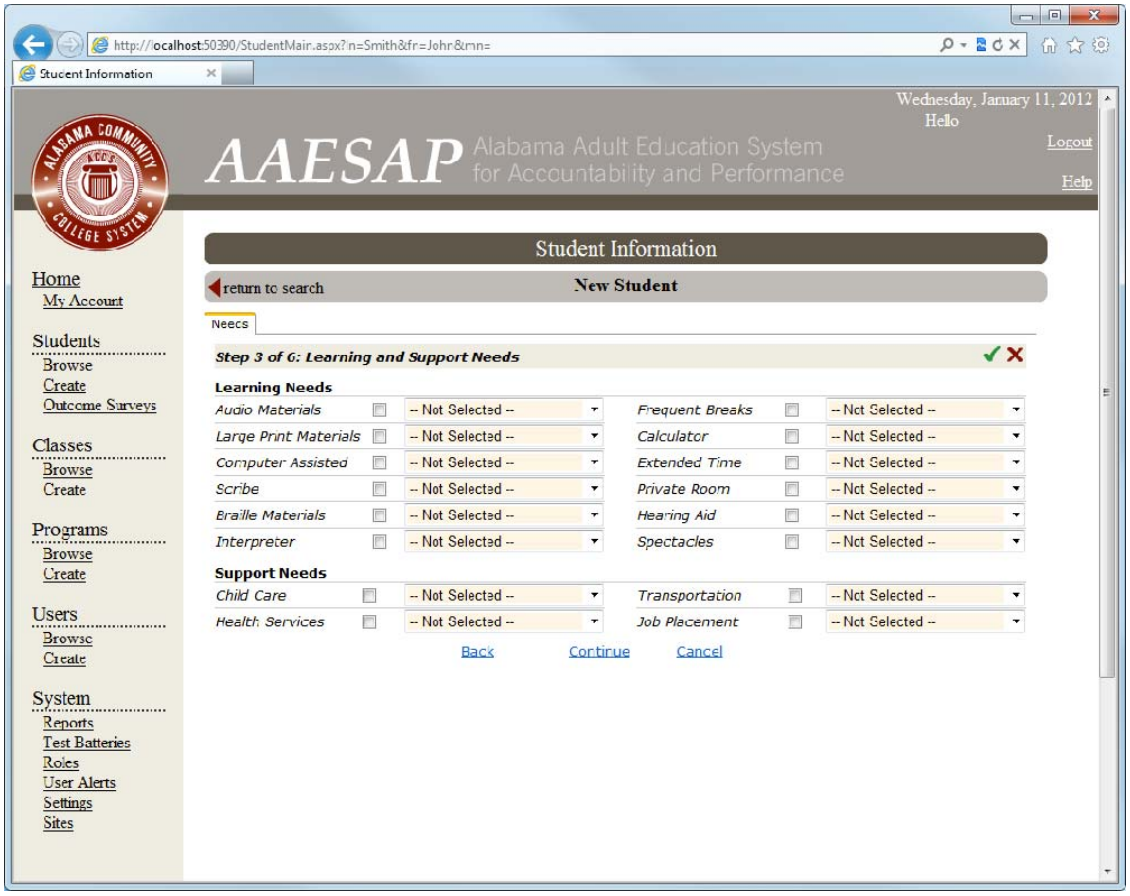


Step 1: Enter the student's general information. It is no longer required to assign students without a Social Security Number an EIN. All old and new students are now automatically assigned a Student ID, even if the student has a SSN recorded. The Student ID is unique for the student and cannot be changed. SSN's are also unique, but can be edited at a later date if erroneous data was entered.

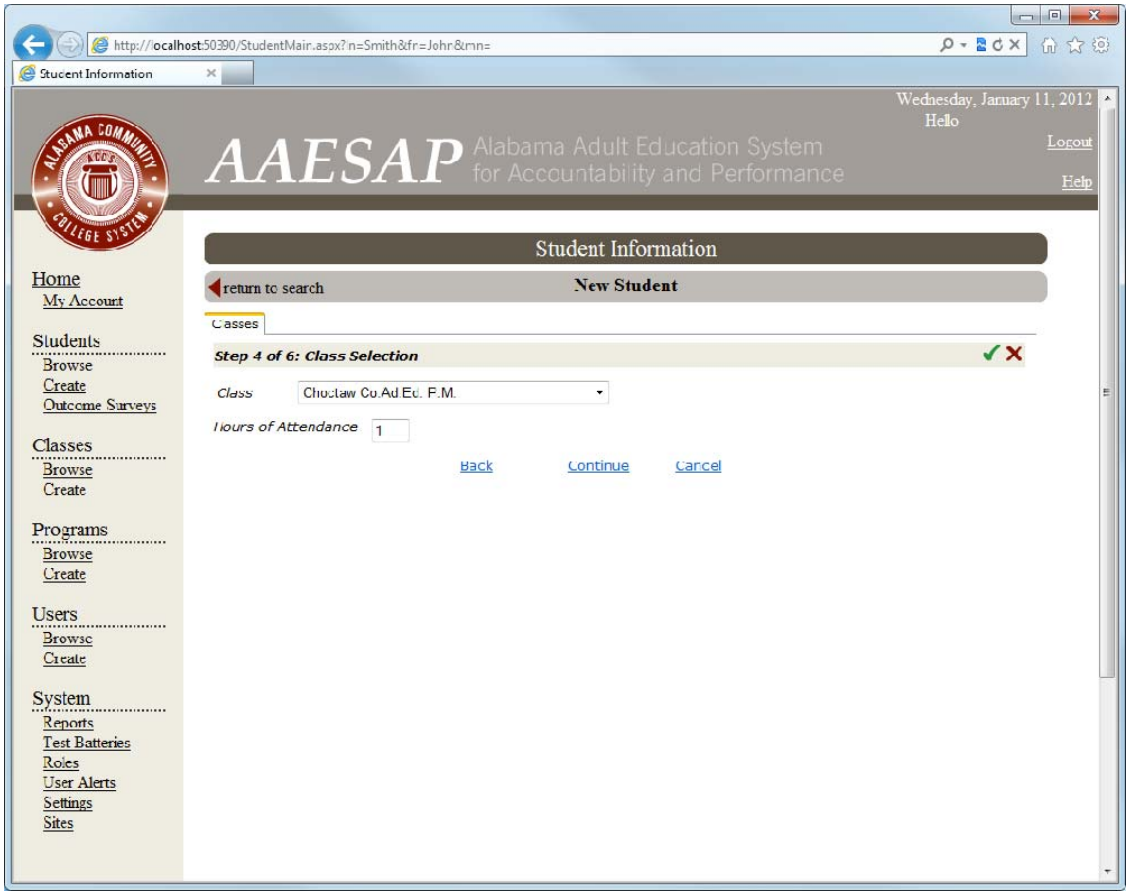
Note about the student creation process: If the student creation wizard is cancelled during any of the steps, the whole process is cancelled and the registration must start again from step 1.

Step 2: Enter in the date of registration, the program the student will be assigned to and the other relevant information.

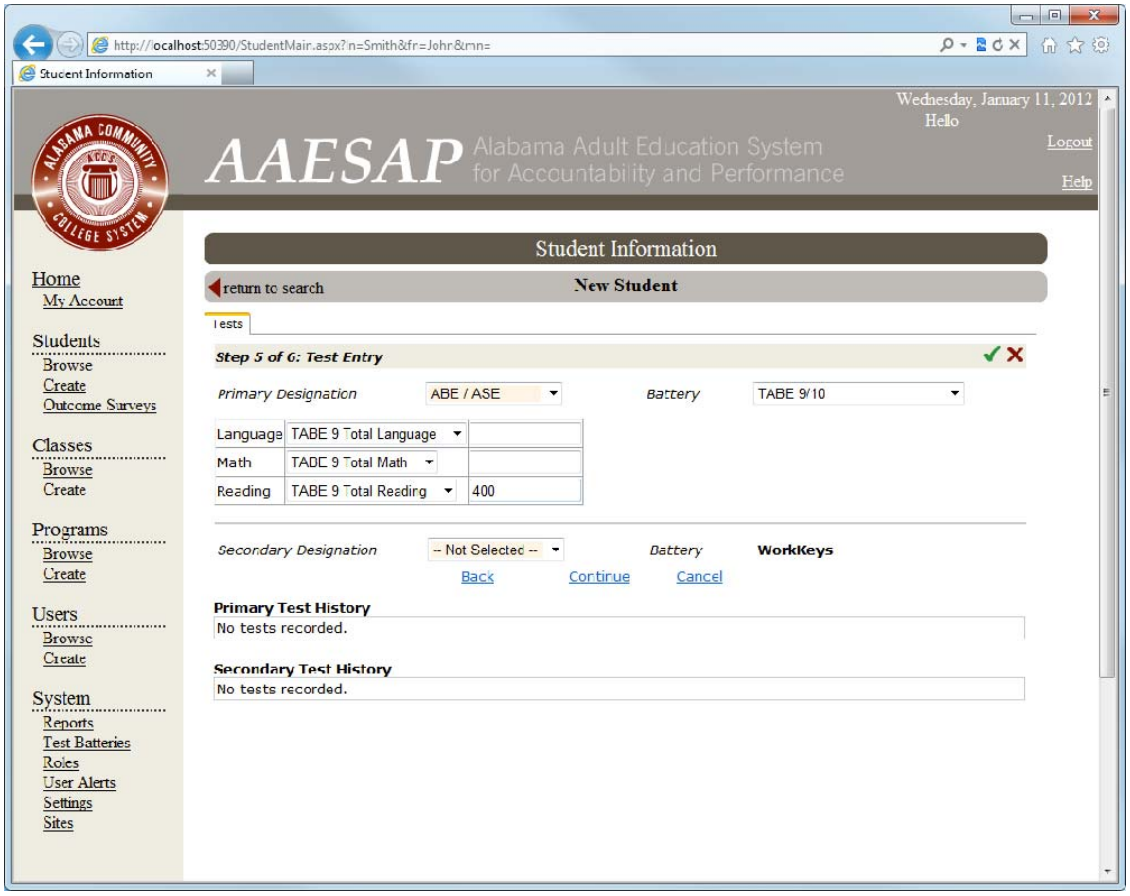
Note about the registration date: The registration date is also the date of the pre-test and the first day of class attendance.



Step 3: Select any learning or support needs the student has. This step does not have any mandatory fields.

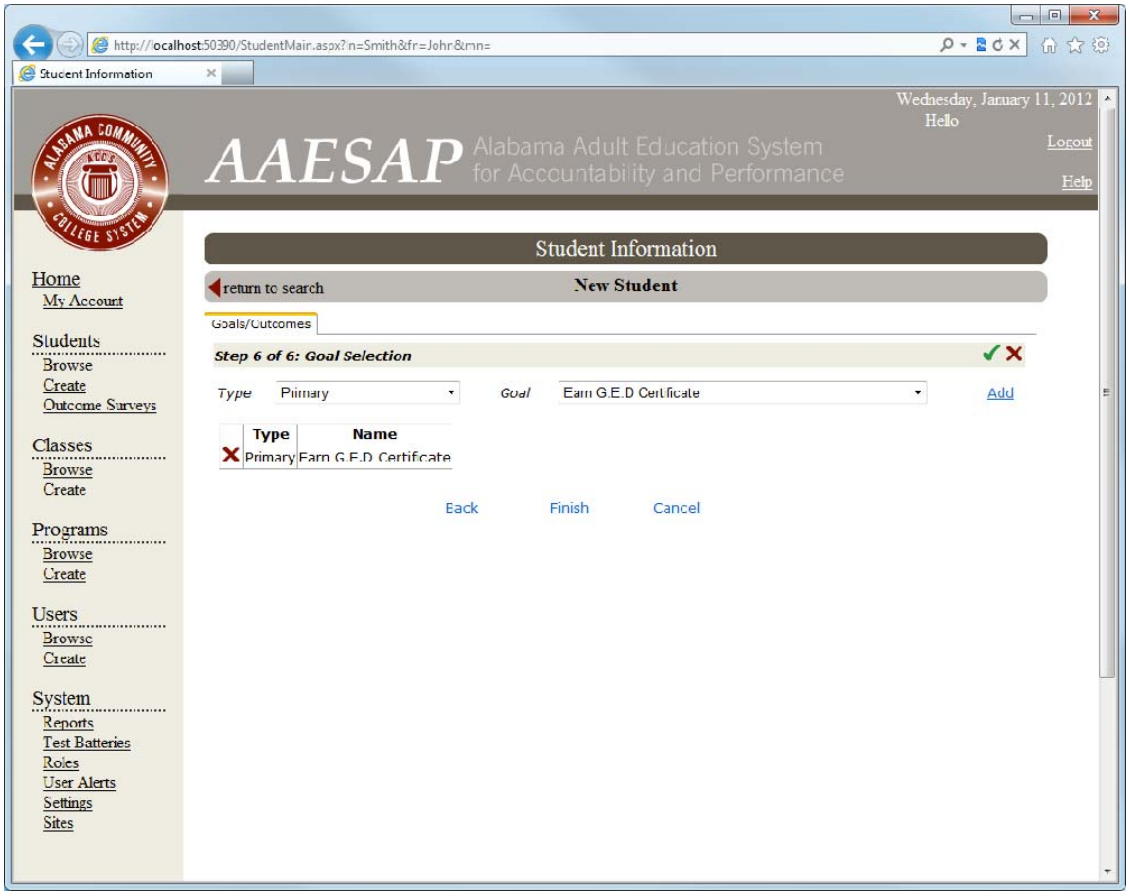


Step 4: Select the class the student is initially assigned to. The student can only be assigned to one class at this time. Each student is assigned one hour of class attendance by default. However, the number of hours for the first day's attendance can be edited in the text box. The hours will be recorded on the registration date entered.



Step 5: Select the Primary (ESL or ABE/ASE) and Secondary (WorkKeys) designations for the student. A student cannot be registered in only the WorkKeys designation. The WorkKeys designation must be combined with either ESL or ABE/ASE.

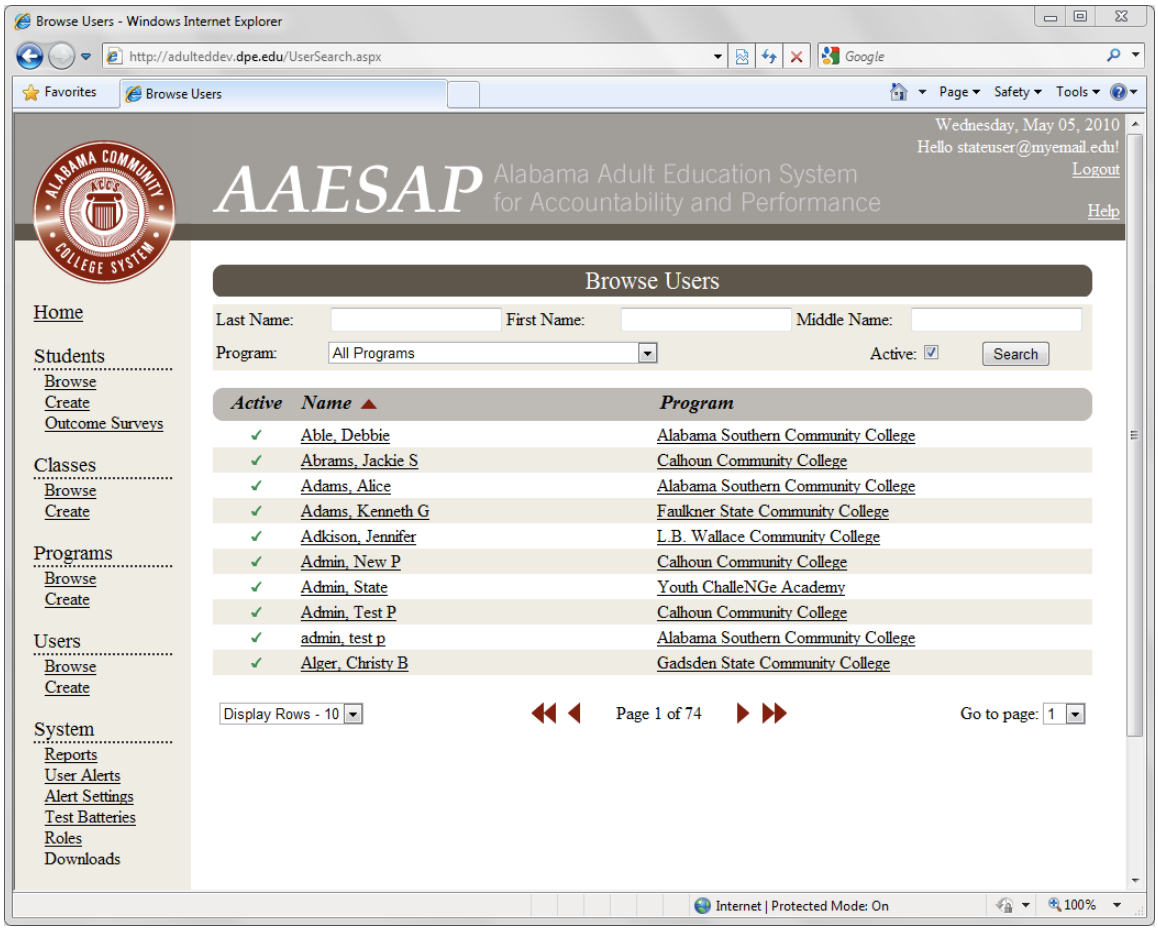
If an Administrator plans to assign this student to WorkKeys, but the student has not yet taken any WorkKeys pre-tests, then the Administrator must hold off assigning the WorkKeys designation until the pre-tests are taken. WorkKeys can be added later as long as the student has a taken a test in an ESL or ABE/ASE test battery during the current or previous registration.



Step 6: Select the goal type and description and click ‘Add’ to add the goal to the list, then click ‘Finish’ to complete the registration process. Goal selection is not required to complete registration.

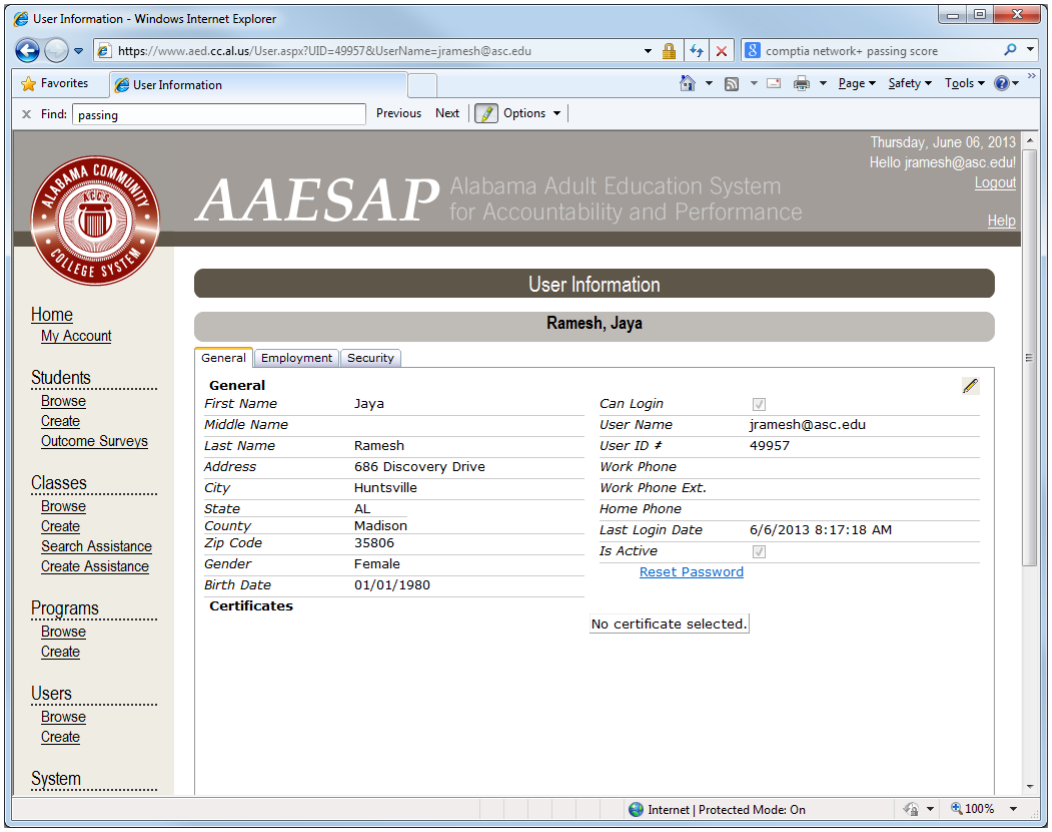
8 – Users

8.1 User Search



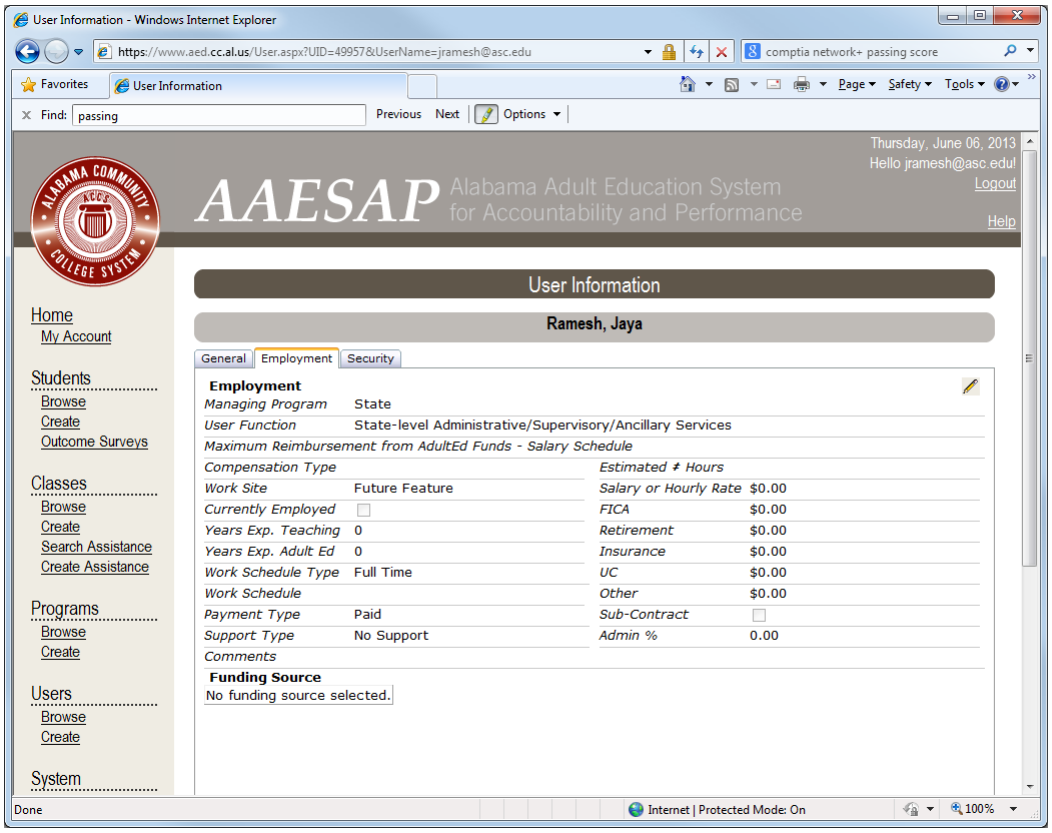
To search for a user's page, click on 'Browse' under the 'Users' header on the left side menu. To see details about a user, click on the name and 'User Information' page will be shown. The 'User Information' page has three tabs namely General, Employment and Security.

8.2 General Information



The General Tab displays the User Information which includes basic information about the user like Name, Address, DOB, Username and Contact information. The user information page also has the ‘Reset Password’ link which can be used to change the password.

8.3 Employment

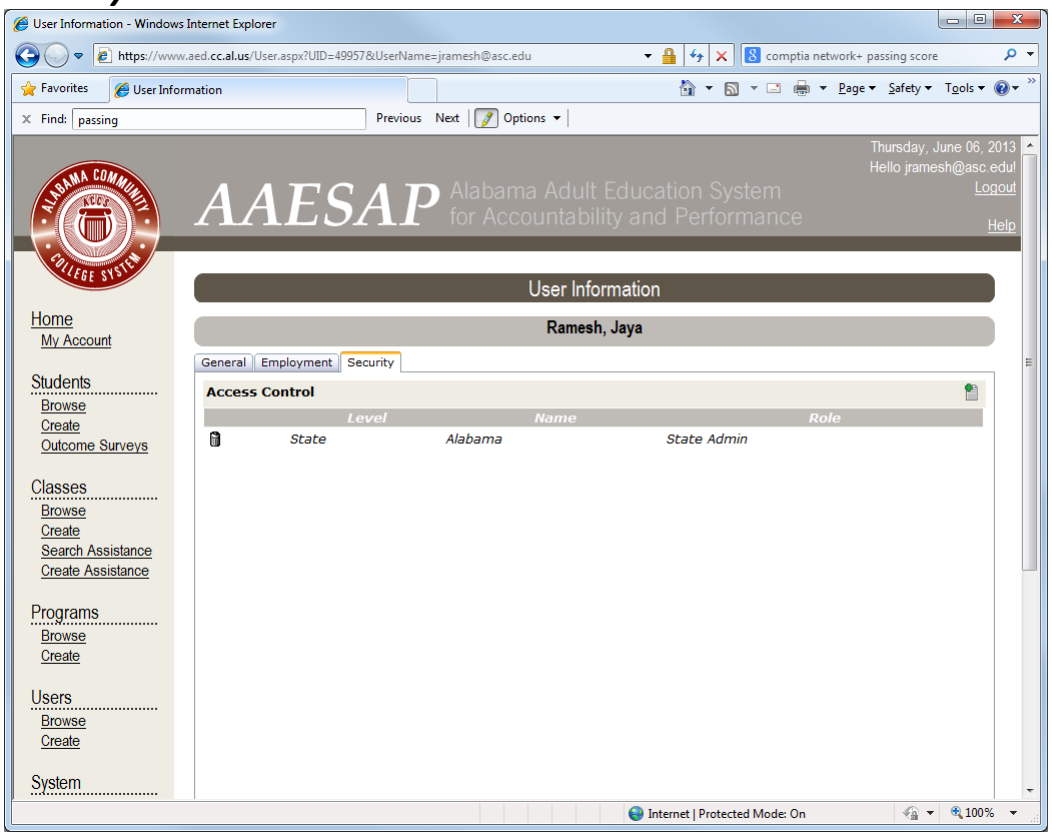


The Employment Tab lists the Program the user is associated with, Funding Source, Work Schedule, Payment Type, Salary schedules, Salary rates and other benefits information. This data is primarily used for the Budgeting section of AAESAP.

Note about employment: 'Currently Employed' must be checked for employees to be imported into the salary line item in budgeting.

8.4

Security

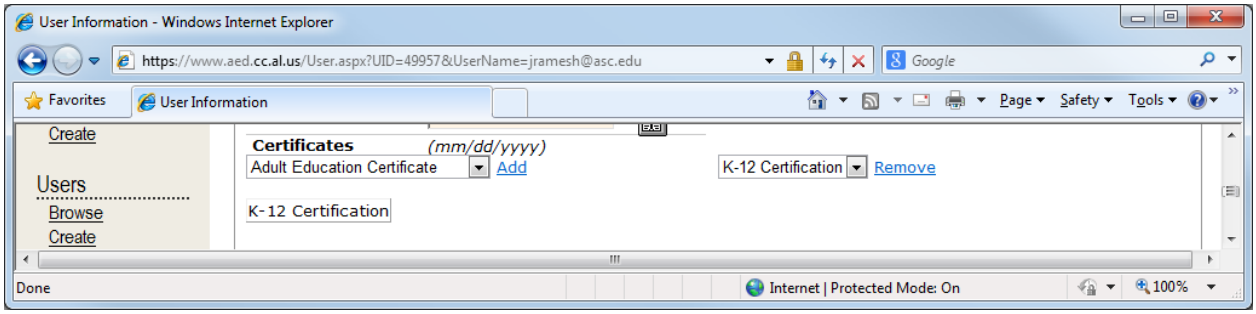


The Security Tab shows what level of access a user has and which objects - State level, Program level, and Class level - the user has access to. It also lists the roles assigned to each user.

8.5 Editing General Tab

To edit the general user information, click on the edit button on the top right corner of the General tab and change the information as required. Click 'Update' at the bottom of the section to save the changes or 'Cancel' to cancel the changes.

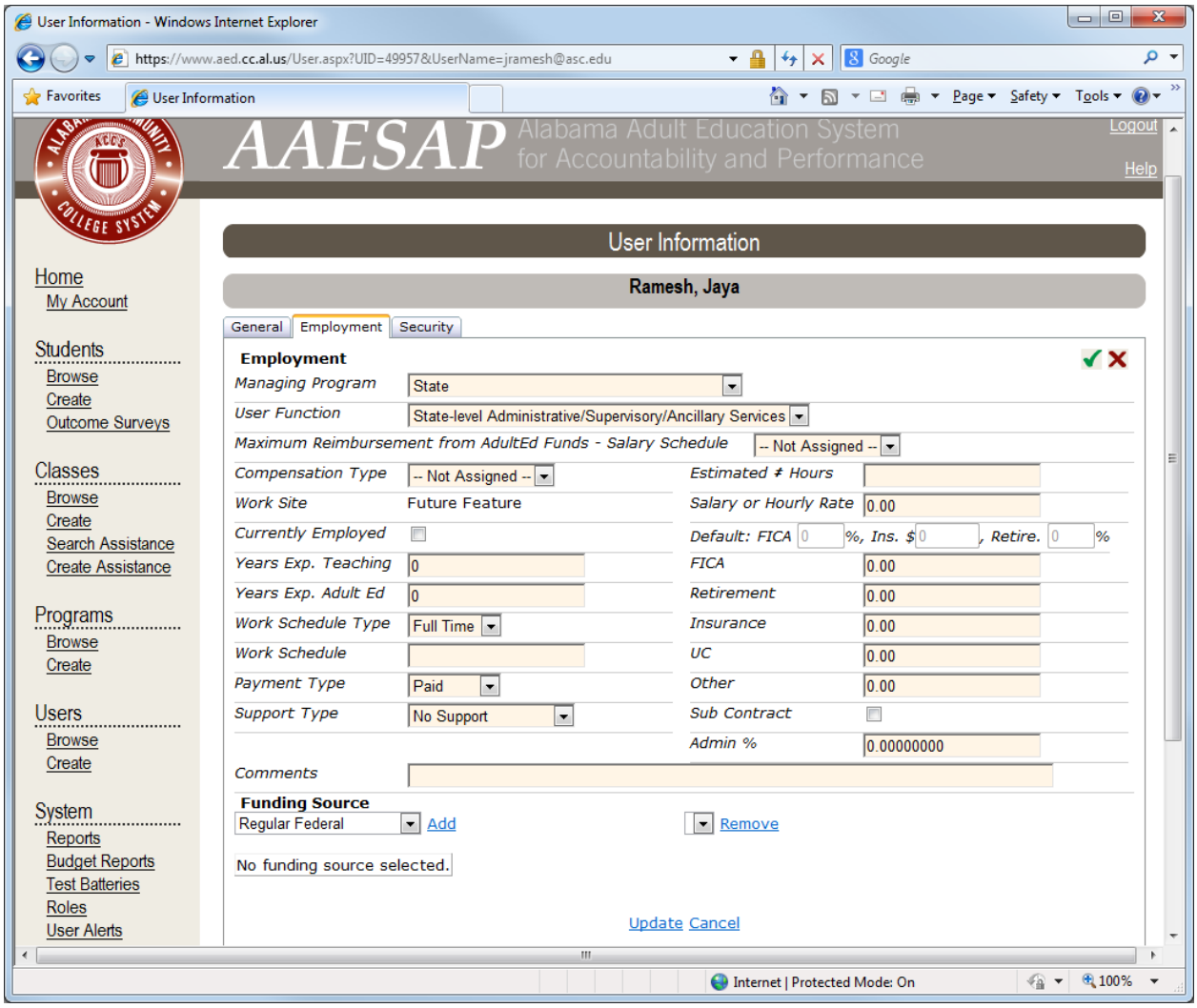
At any time, an administrator can add or remove login rights for the user. To remove a user's ability to login that currently has the right, uncheck the 'Is Active' checkbox. To give a user the ability to login, check the 'Can Login' checkbox, assign the user a user name (a valid email address), and make sure 'Is Active' is checked. Once the user's new user name is updated, make sure to click 'Reset Password' to send the user a password.



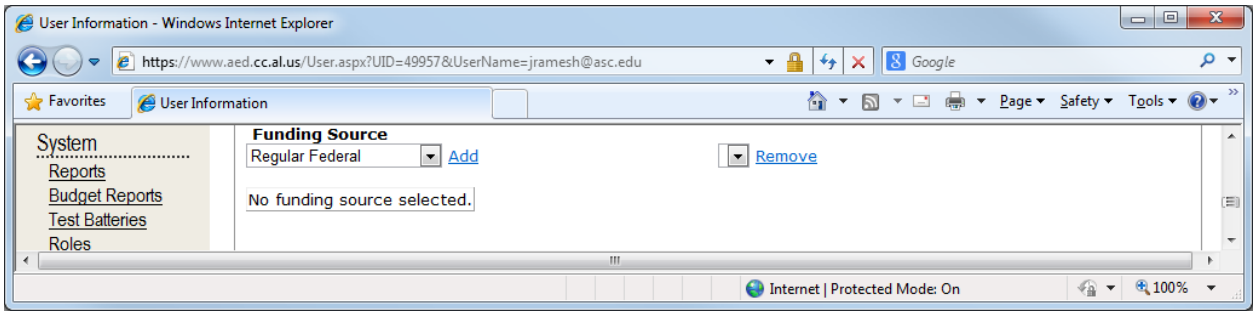
Certificates can be added in the General Tab. Select the certificate from the drop down list to award to the user and click the Add link. The added certificate will be displayed below the drop down. To delete a certificate from the list, select the certificate from the drop down list and click the remove link.

Note about certificates: A user can be given more than one certificate.

8.6 Editing Employment Tab



To edit the employment details, click on the edit button on the top right corner of the Employment tab and change the information as required. Click 'Update' at the bottom of the section to save the changes or 'Cancel' to cancel the changes.



Funding Source can be added in the Employment Tab. The funding source is related to the Budgeting feature of the AAESAP site. An employee will have to have at least one funding source associated with the account before the employee can be imported into the budget.

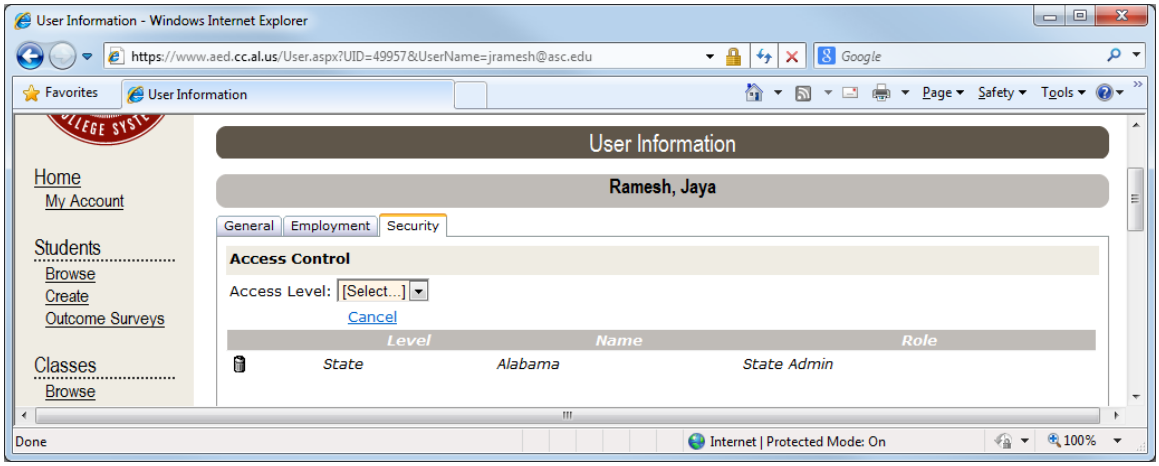
To add a funding source, select the Funding Source from the drop down and click the Add link. The added Funding Source will be displayed below the drop down. To delete a Funding Source from the list, select the Funding Source from the drop down list and click the remove link.

Note about funding sources: A user can be assigned to more than one funding source.

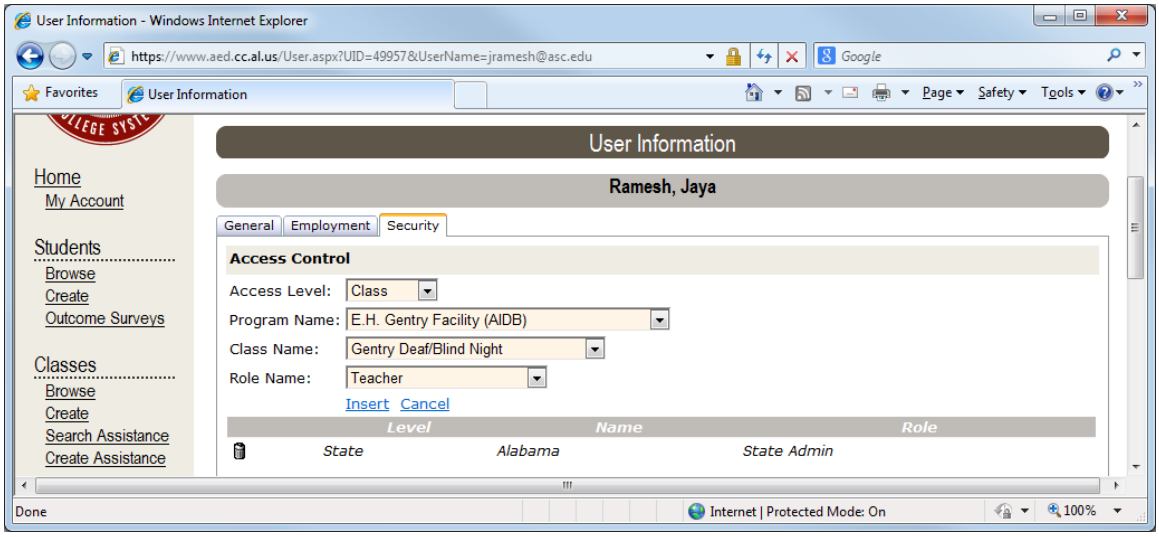
8.7 Editing Security- Access Control

The Security section shows what level of access a user has and which objects - State level, Program level, and Class level - the user has access to.

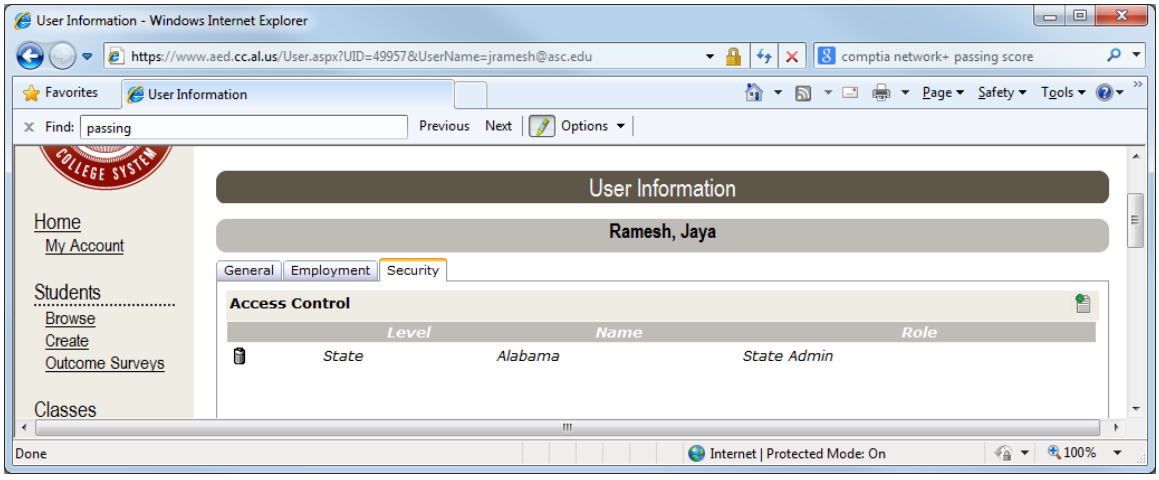
8.8 Adding Access Control to User



To add a new level of access to a user, click on the add button on the top right corner of the Security tab and select the Access Level from the drop down list to grant the user. Once the Access Type is selected, a second drop down list will be shown to select the exact object to grant the user access to and the Role.

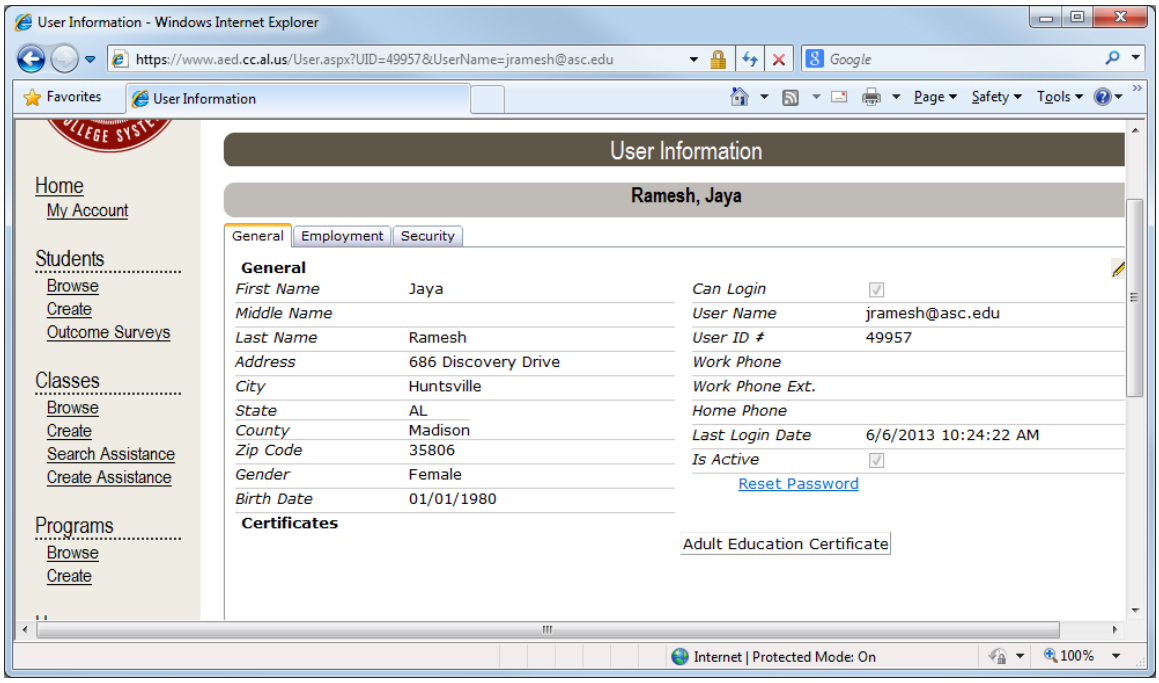


8.9 Deleting Access Control

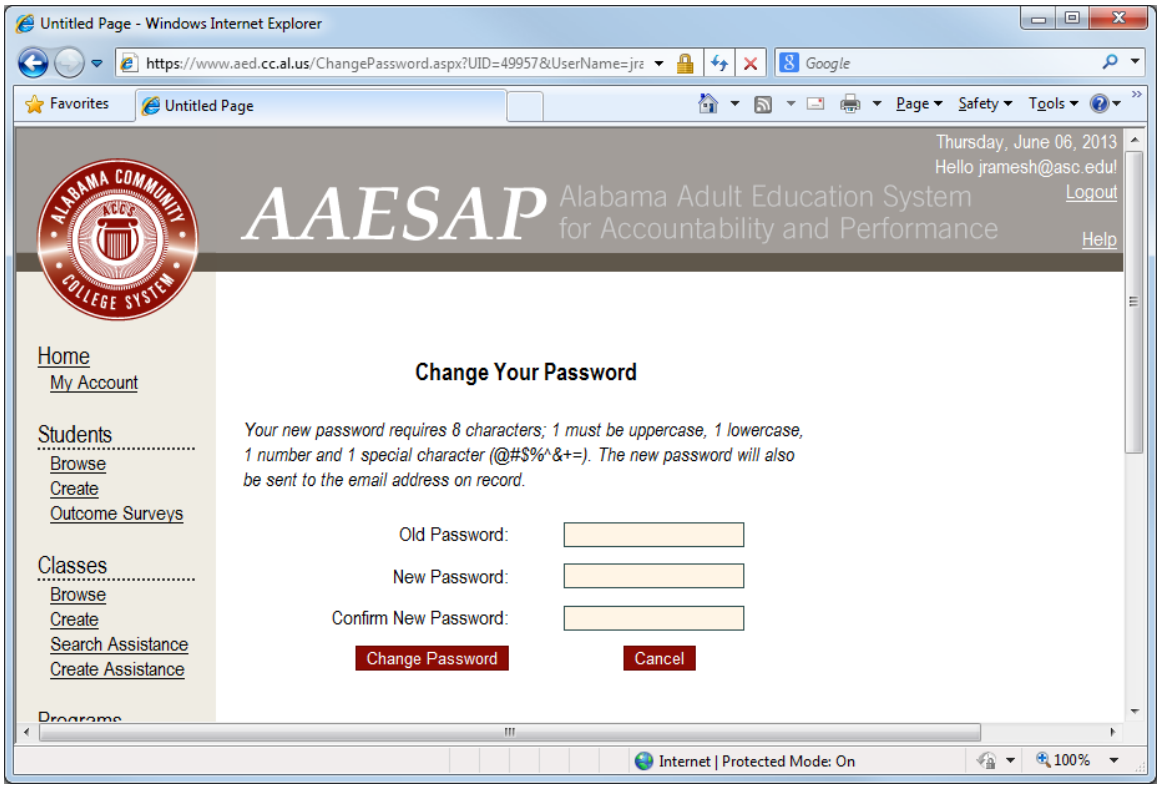


To delete a user's access, click on the delete button beside the item.

8.10 Changing or Resetting the Password

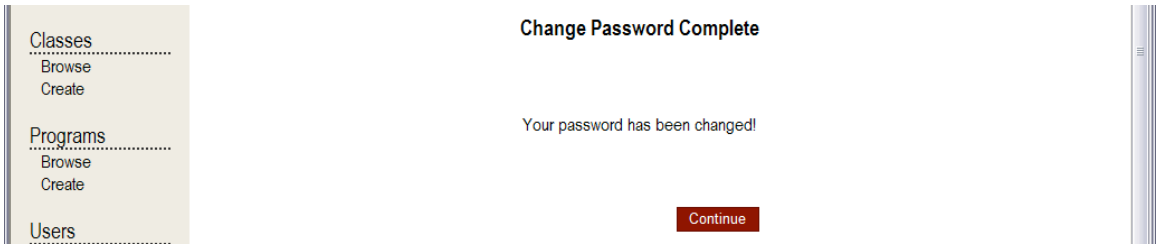


To reset your password, click on the 'Reset Password' link at the bottom right of the General section. A pop-up window with the message 'Password has been reset and emailed to the address on record' will be displayed.

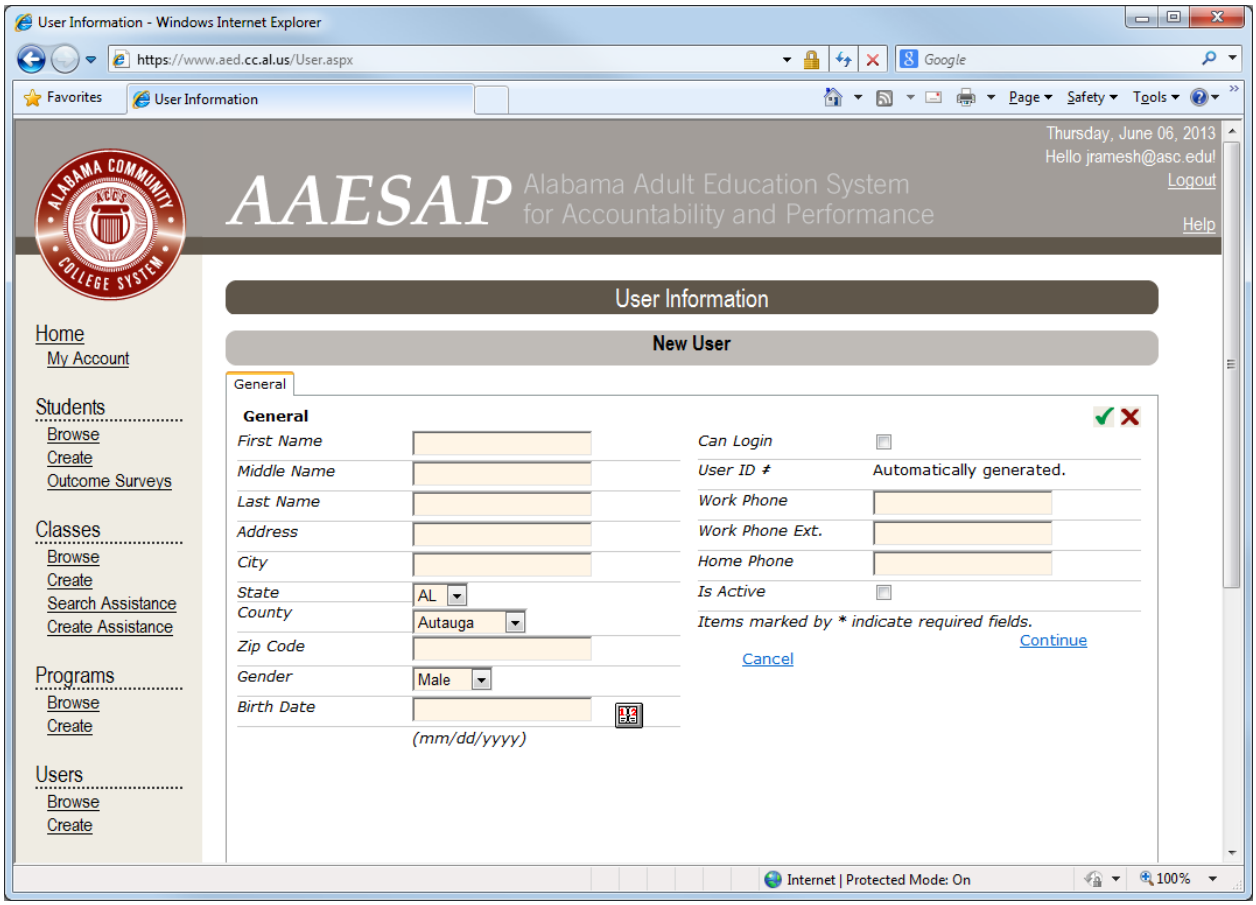


You will receive an email from the AAESAP providing you with a temporary password. Upon login you will be asked to change your password.

The new password must have at least 8 characters, containing at least one of each of the following: an uppercase character, a lowercase character, a number and a special character (@#$%^&+=). Click the 'Change Password' button to complete changing your password, or 'Cancel' to return to the User page. A confirmation email will be sent to your email address.



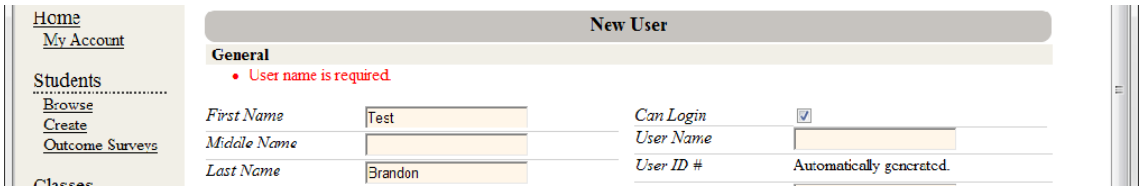
8.11 Creating a User



To create a user, click on 'Create' under the 'Users' header on the left side menu. Enter in the user information into the fields shown and click 'Create' to create the new user or click 'Cancel' to cancel the process.

If a user is being created that needs login abilities, make sure the 'Can Login' checkbox is checked, the user name (a valid email address) is given, and the 'Is Active' checkbox is checked.

For budgeting purposes, it may be necessary to add employees to the database who do not need the ability to log in. To add these employees, make sure the 'Can Login' checkbox is unchecked, and continue adding the user as normal. If the user later needs the ability to login, an administrator can check the 'Can Login' checkbox and assign the user name (a valid email address) at that time.

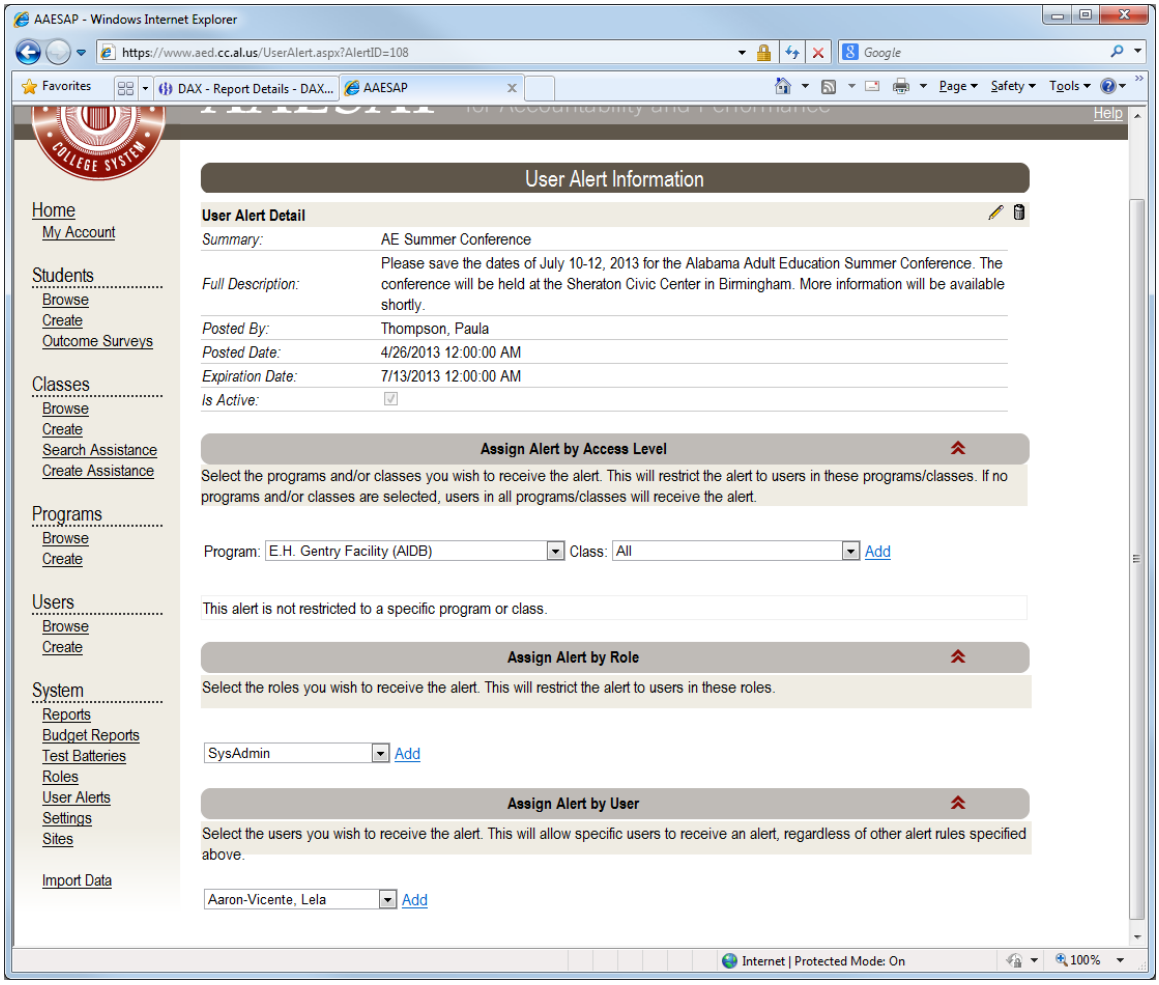


If all the information is not entered in the necessary fields, an error message will appear stating the field that needs to be filled in before the user can be created. Once the correct information is entered, click 'Create' to create the new user.

9 – Alerts

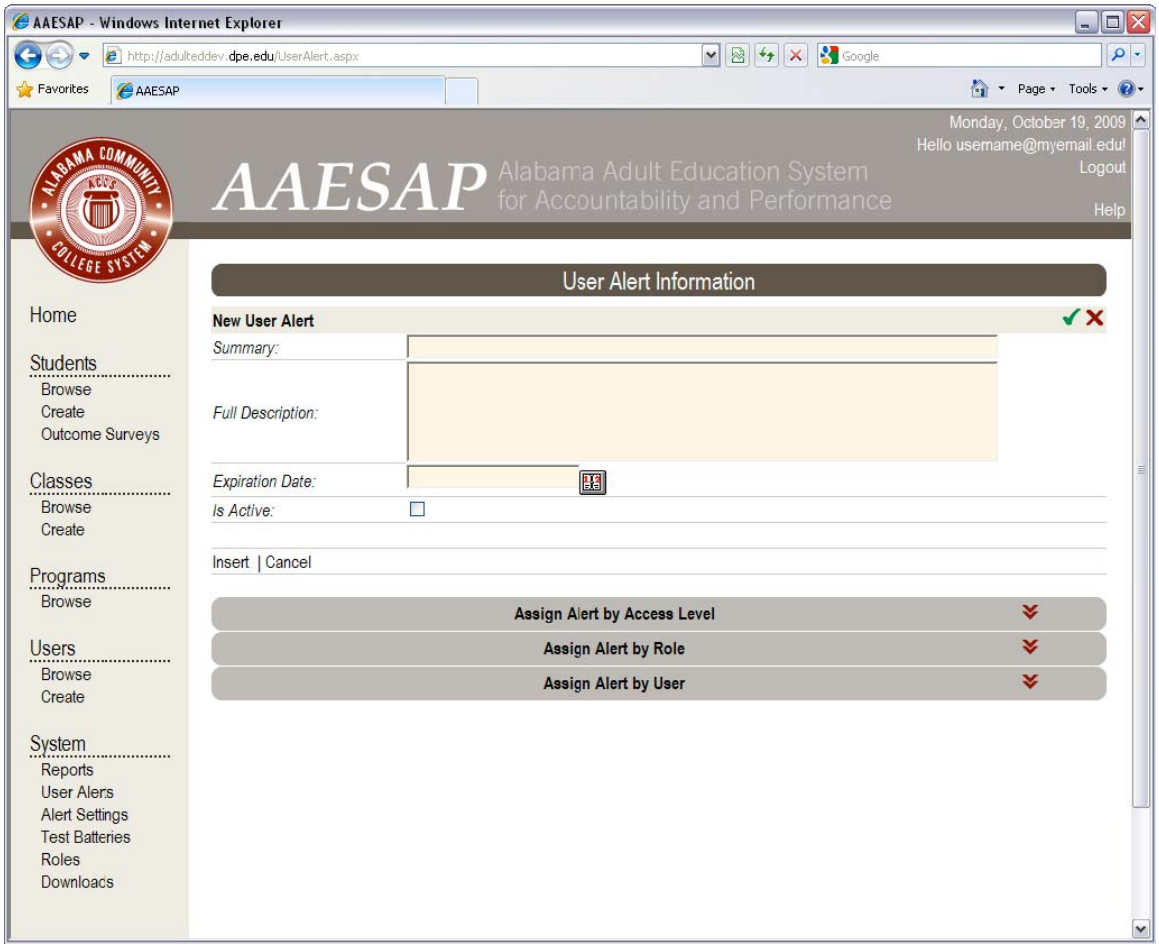
9.1 User Alerts

To view all User Alerts, click on 'User Alerts' under the 'System' header on the left side menu. To view a particular User Alert, click on the Alert Summary.

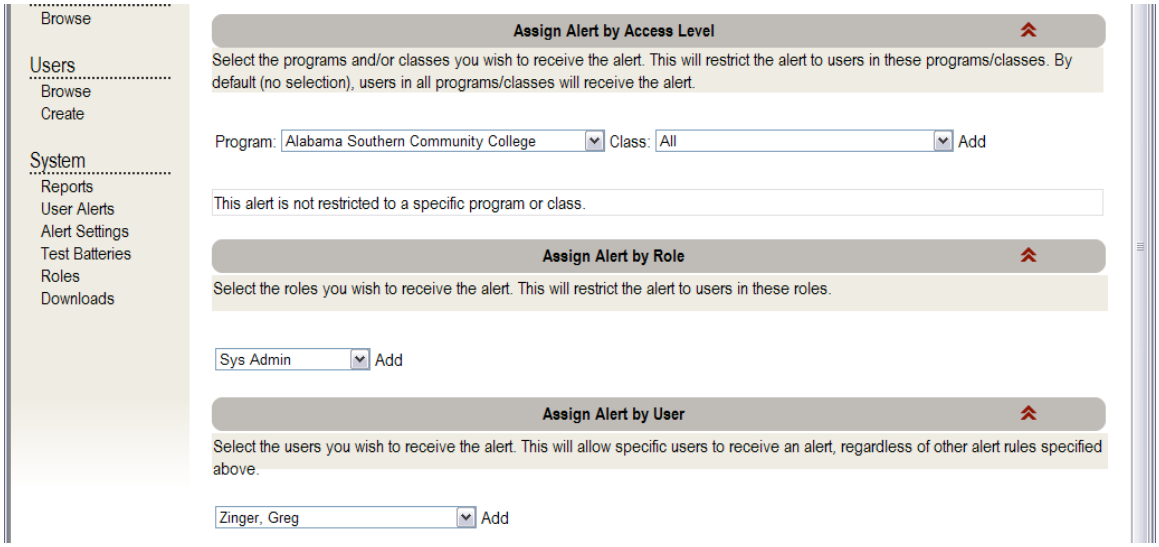

AAESAP - Windows Internet Explorer
https://www.aed.cc.al.us/UserAlert.aspx?AlertID=108
Favorites
DAX - Report Details - DAX...
AAESAP
Page
Safety
Tools
Help
Home
My Account
Students
Browse
Create
Outcome Surveys
Classes
Browse
Create
Search Assistance
Create Assistance
Programs
Browse
Create
Users
Browse
Create
System
Reports
Budget Reports
Test Batteries
Roles
User Alerts
Settings
Sites
Import Data
User Alert Information
User Alert Detail
Summary: AE Summer Conference
Full Description: Please save the dates of July 10-12, 2013 for the Alabama Adult Education Summer Conference. The conference will be held at the Sheraton Civic Center in Birmingham. More information will be available shortly.
Posted By: Thompson, Paula
Posted Date: 4/26/2013 12:00:00 AM
Expiration Date: 7/13/2013 12:00:00 AM
Is Active:
Assign Alert by Access Level
Select the programs and/or classes you wish to receive the alert. This will restrict the alert to users in these programs/classes. If no programs and/or classes are selected, users in all programs/classes will receive the alert.
Program: E.H. Gentry Facility (AIDB)
Class: All
Add
This alert is not restricted to a specific program or class.
Assign Alert by Role
Select the roles you wish to receive the alert. This will restrict the alert to users in these roles.
SysAdmin
Add
Assign Alert by User
Select the users you wish to receive the alert. This will allow specific users to receive an alert, regardless of other alert rules specified above.
Aaron-Vicente, Lela
Add
Internet | Protected Mode: On
100%

The User Alert page includes sections containing the basic details of the alert and who the alert is assigned to.

9.2 Creating or Editing a User Alert



To add a new alert, click on the 'add alert' button located at the top right corner of the User Alert search page. This page is similar to the page shown when editing an alert, except there are no fields filled in. Add the summary, description, expiration date and check the box to make it active.


Browse
Users
Browse
Create
System
Reports
User Alerts
Alert Settings
Test Batteries
Roles
Downloads
Assign Alert by Access Level
Select the programs and/or classes you wish to receive the alert. This will restrict the alert to users in these programs/classes. By default (no selection), users in all programs/classes will receive the alert.
Program: Alabama Southern Community College
Class: All
Add
This alert is not restricted to a specific program or class.
Assign Alert by Role
Select the roles you wish to receive the alert. This will restrict the alert to users in these roles.
Sys Admin
Add
Assign Alert by User
Select the users you wish to receive the alert. This will allow specific users to receive an alert, regardless of other alert rules specified above.
Zinger, Greg
Add

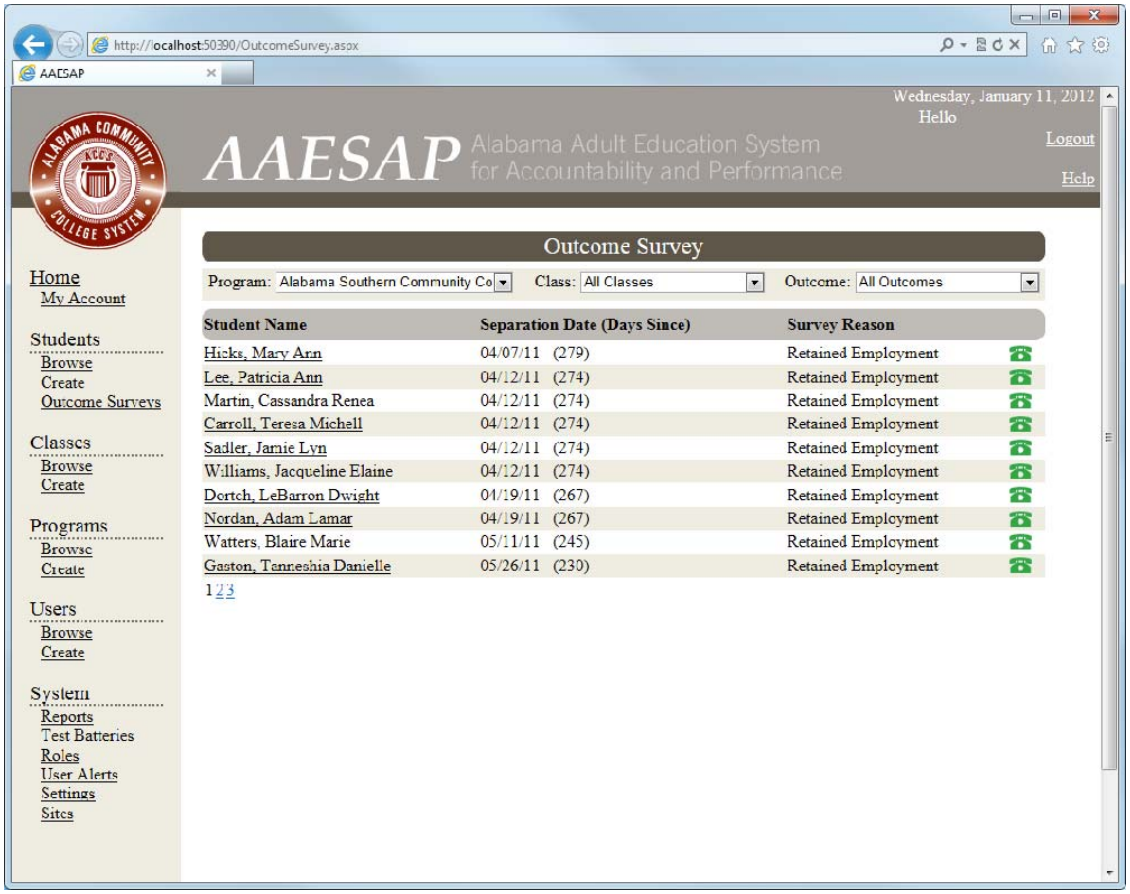
To restrict the alert by Access Level, Role or User, expand the section to edit by clicking on the grey header bar. Select the assignments and complete the alert by clicking 'Insert' at the bottom of the New User Alert section. Click 'cancel' to cancel the process.

9.3 Testing and Attendance Alerts

Testing and attendance alerts are automatically generated and are viewed on the user workspace, program, and class pages. Each page has a summary of the alerts for that level. For example, the program page will have testing alerts summarized by class while the class page will have testing alerts listed by student name.

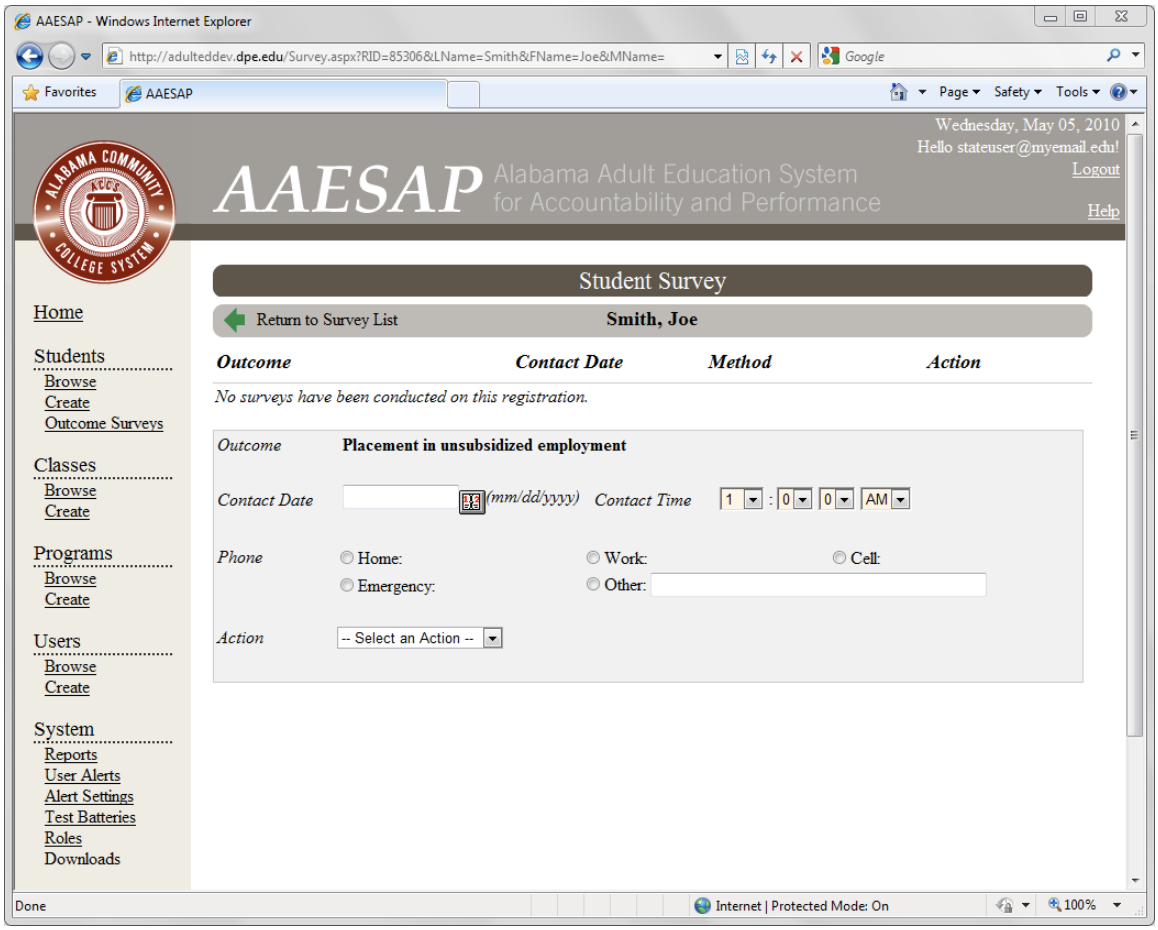
10 – Outcome Surveys

10.1 Survey List



To view the outcome survey list, click on 'Outcome Surveys' under the 'Students' header on the left side menu. To narrow down the results, select a class or outcome from the drop down lists. To view a particular student's survey, click on the phone button to the right of the student's name.

10.2 Viewing a Student in the Outcome Survey List

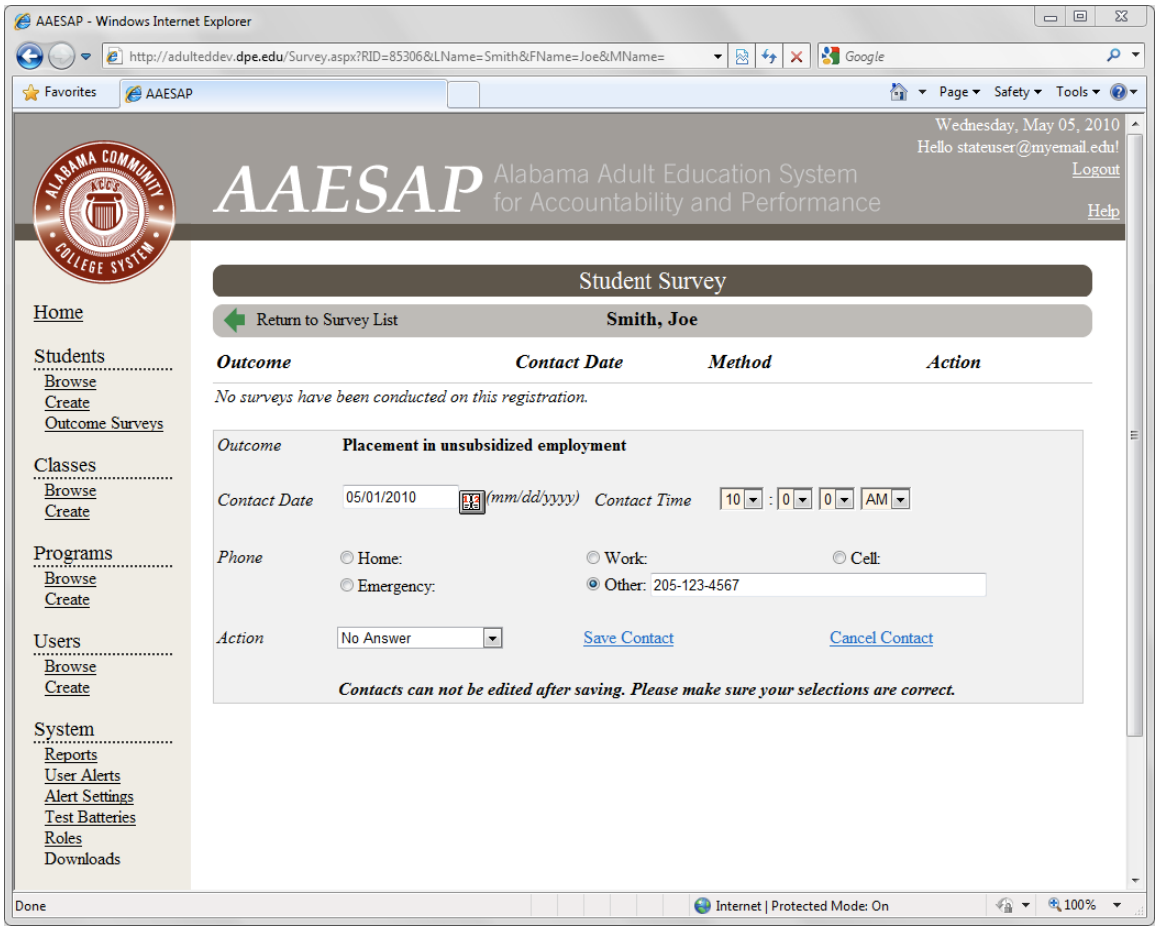


To view a particular student's survey, click on the phone button to the right of the student's name. The survey page for a student shows the previous contacts for the student relating to this particular survey at the top of the page.

10.3 Making a New Contact Attempt

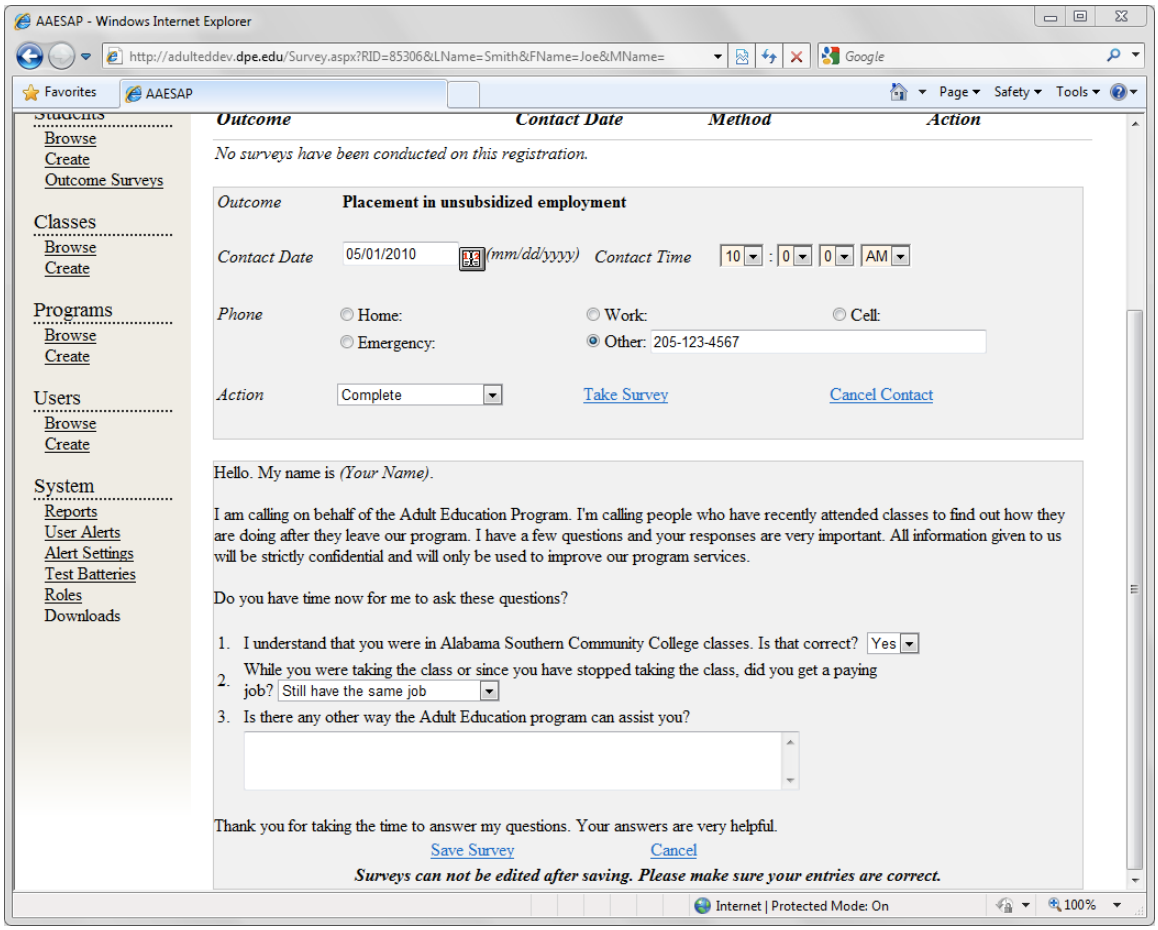
To add a new contact attempt, fill out the date and time, select the phone number the student was reached at, and select from the drop down list the action resulting from the call.

10.4 Unsuccessful Contact for the Outcome Survey



If the contact was unsuccessful, after selecting the action, the links to 'Save Contact' or 'Cancel Contact' will be displayed. Click on the 'Save Contact' link to save the contact record or 'Cancel Contact' to cancel this attempt.

10.5 Successful Contact for the Outcome Survey


AAESAP - Windows Internet Explorer
http://adulteddev.dpe.edu/Survey.aspx?RID=85306&LName=Smith&FName=Joe&MName=
Favorites
AAESAP
Page
Safety
Tools
Students
Browse
Create
Outcome Surveys
Classes
Browse
Create
Programs
Browse
Create
Users
Browse
Create
System
Reports
User Alerts
Alert Settings
Test Batteries
Roles
Downloads
Outcome
Contact Date
Method
Action
No surveys have been conducted on this registration.
Outcome
Placement in unsubsidized employment
Contact Date
05/01/2010
(mm/dd/yyyy)
Contact Time
10 : 0 0 AM
Phone
Home:
Work:
Cell:
Emergency:
Other: 205-123-4567
Action
Complete
Take Survey
Cancel Contact
Hello. My name is (Your Name).
I am calling on behalf of the Adult Education Program. I'm calling people who have recently attended classes to find out how they are doing after they leave our program. I have a few questions and your responses are very important. All information given to us will be strictly confidential and will only be used to improve our program services.
Do you have time now for me to ask these questions?
1. I understand that you were in Alabama Southern Community College classes. Is that correct? Yes
2. While you were taking the class or since you have stopped taking the class, did you get a paying job? Still have the same job
3. Is there any other way the Adult Education program can assist you?
Thank you for taking the time to answer my questions. Your answers are very helpful.
Save Survey
Cancel
Surveys can not be edited after saving. Please make sure your entries are correct.
Internet | Protected Mode: On
100%

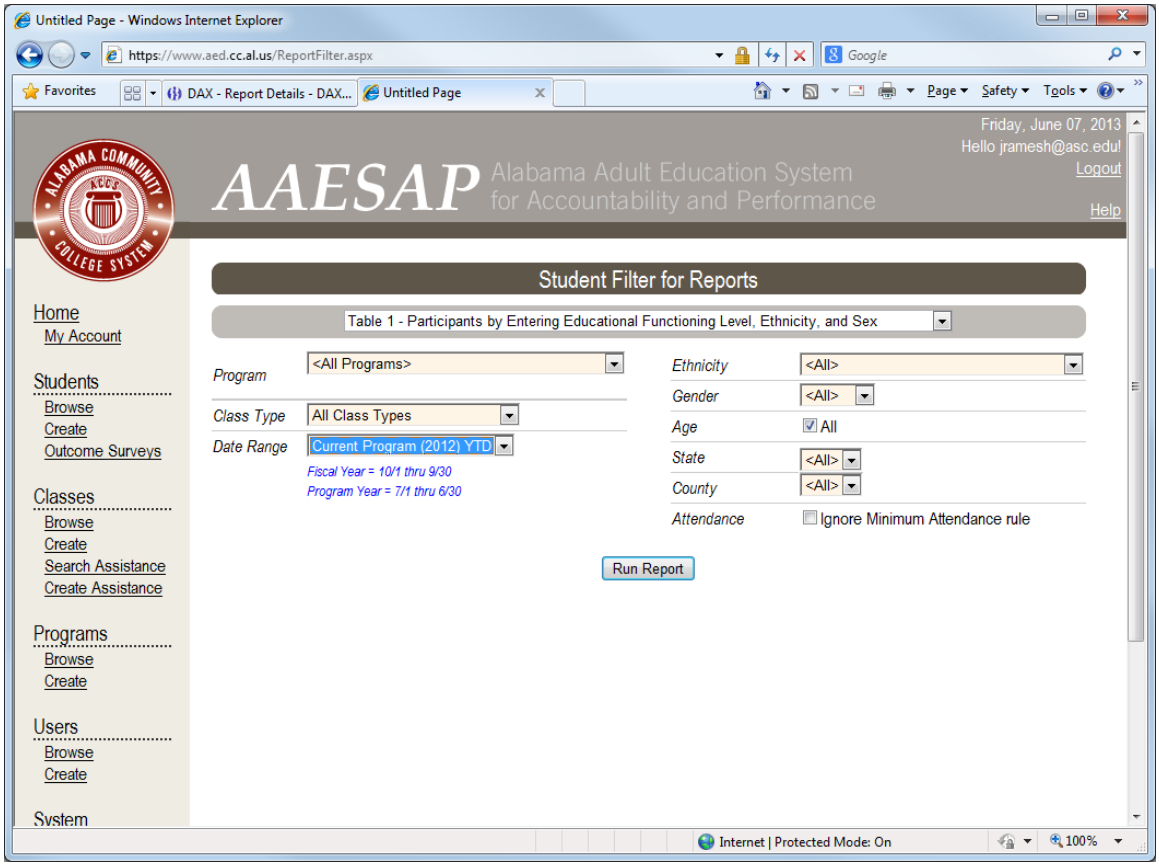
If the contact was successful, after selecting the action, the links to 'Take Survey' or 'Cancel Contact' will be displayed. Click on the 'Take Survey' link to continue the survey or 'Cancel Contact' to cancel this attempt.

To continue the survey, conduct the survey with the script provided in the new panel that has appeared. Select the correct answer from the drop down boxes for questions 1 and 2 and enter the comments for question 3 in the text box. After gathering the information, click 'Save Survey' at the bottom of the page or 'Cancel' if the survey needs to end without saving any information.

Note about surveys: Surveys cannot be changed after they are saved. Please double check all the information before clicking 'Save Survey'.

11 – Reports

11.1 Viewing a Report



To view a report, click on ‘Reports’ under the ‘System’ header on the left side menu. The report filter page will load. Select from the drop down boxes which report to view and what filters to give to the report like program, class, date, student demographics and attendance. After all the selections are made, click the ‘Run Report’ button to generate the report.

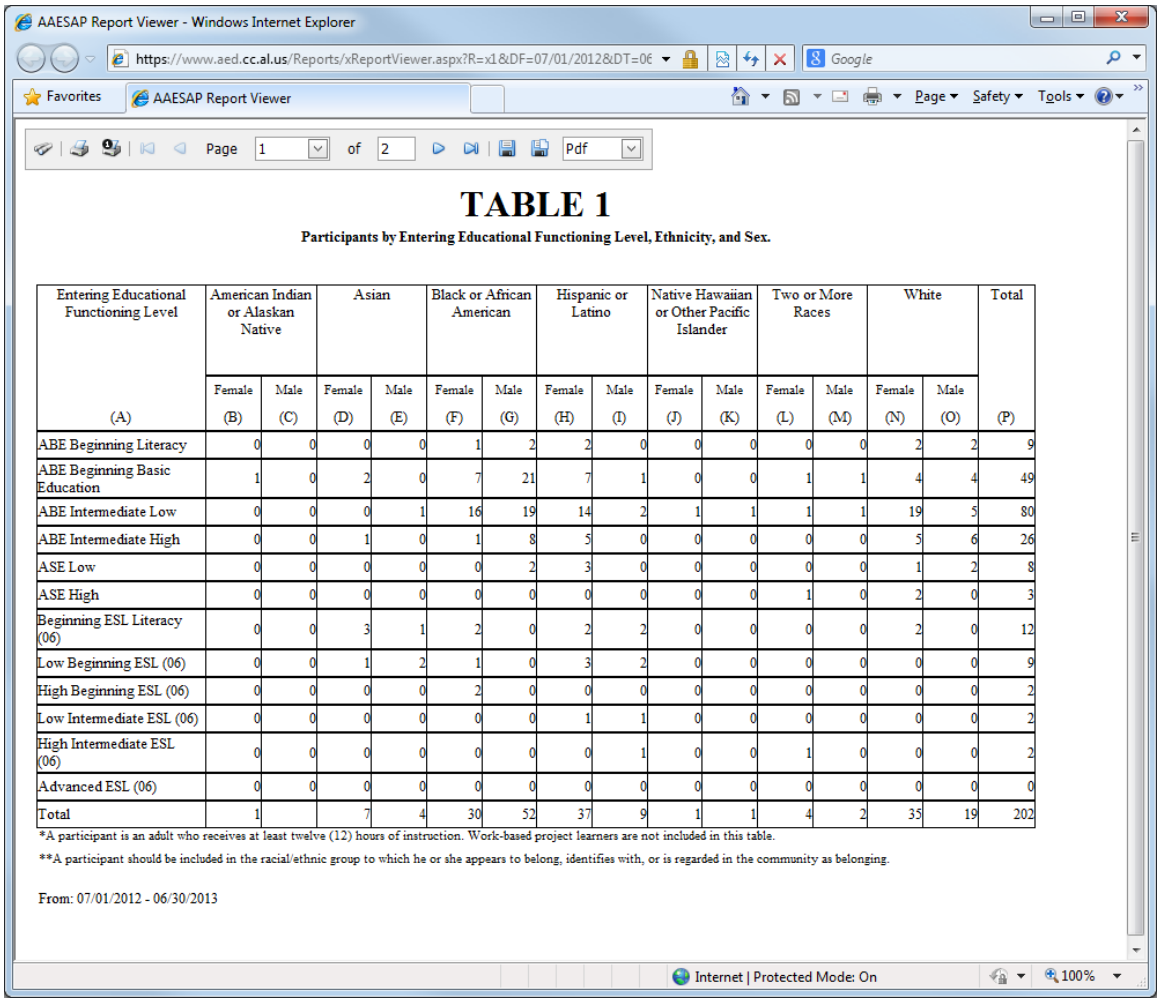


TABLE 1

Participants by Entering Educational Functioning Level, Ethnicity, and Sex.

Entering Educational Functioning Level	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		Two or More Races		White		Total
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)
ABE Beginning Literacy	0	0	0	0	1	2	2	0	0	0	0	0	2	2	9
ABE Beginning Basic Education	1	0	2	0	7	21	7	1	0	0	1	1	4	4	49
ABE Intermediate Low	0	0	0	1	16	19	14	2	1	1	1	1	19	5	80
ABE Intermediate High	0	0	1	0	1	8	5	0	0	0	0	0	5	6	26
ASE Low	0	0	0	0	0	2	3	0	0	0	0	0	1	2	8
ASE High	0	0	0	0	0	0	0	0	0	0	1	0	2	0	3
Beginning ESL Literacy (06)	0	0	3	1	2	0	2	2	0	0	0	0	2	0	12
Low Beginning ESL (06)	0	0	1	2	1	0	3	2	0	0	0	0	0	0	9
High Beginning ESL (06)	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2
Low Intermediate ESL (06)	0	0	0	0	0	0	1	1	0	0	0	0	0	0	2
High Intermediate ESL (06)	0	0	0	0	0	0	0	1	0	0	1	0	0	0	2
Advanced ESL (06)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1		7	4	30	52	37	9	1	1	4	2	35	19	202

*A participant is an adult who receives at least twelve (12) hours of instruction. Work-based project learners are not included in this table.

**A participant should be included in the racial/ethnic group to which he or she appears to belong, identifies with, or is regarded in the community as belonging.

From: 07/01/2012 - 06/30/2013

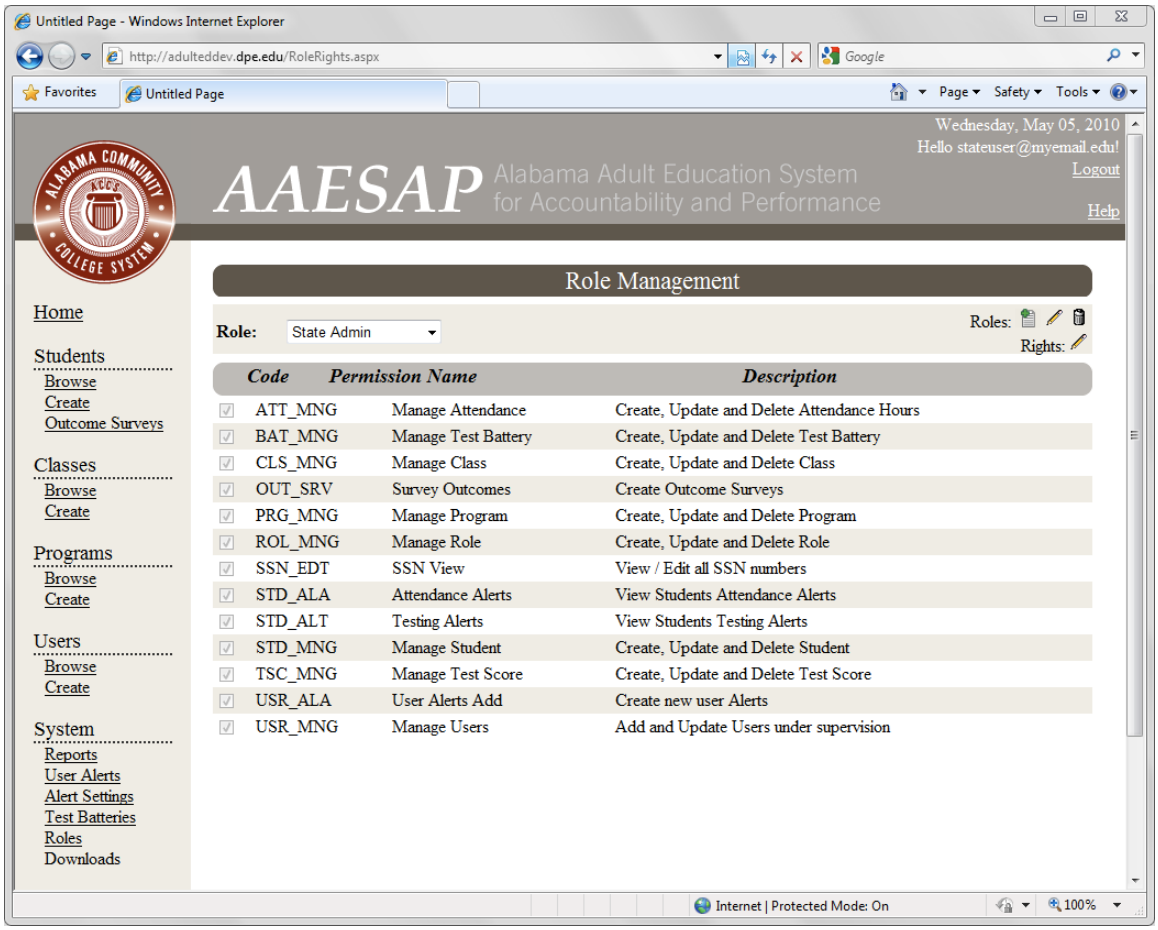
Once the report is generated, it will be displayed in a new window.

11.2 Exporting a Report to another format

The report can be exported and saved in various formats. For example to save in PDF format, select the format from the drop down list at the top of the page and click the Export button to export the report.

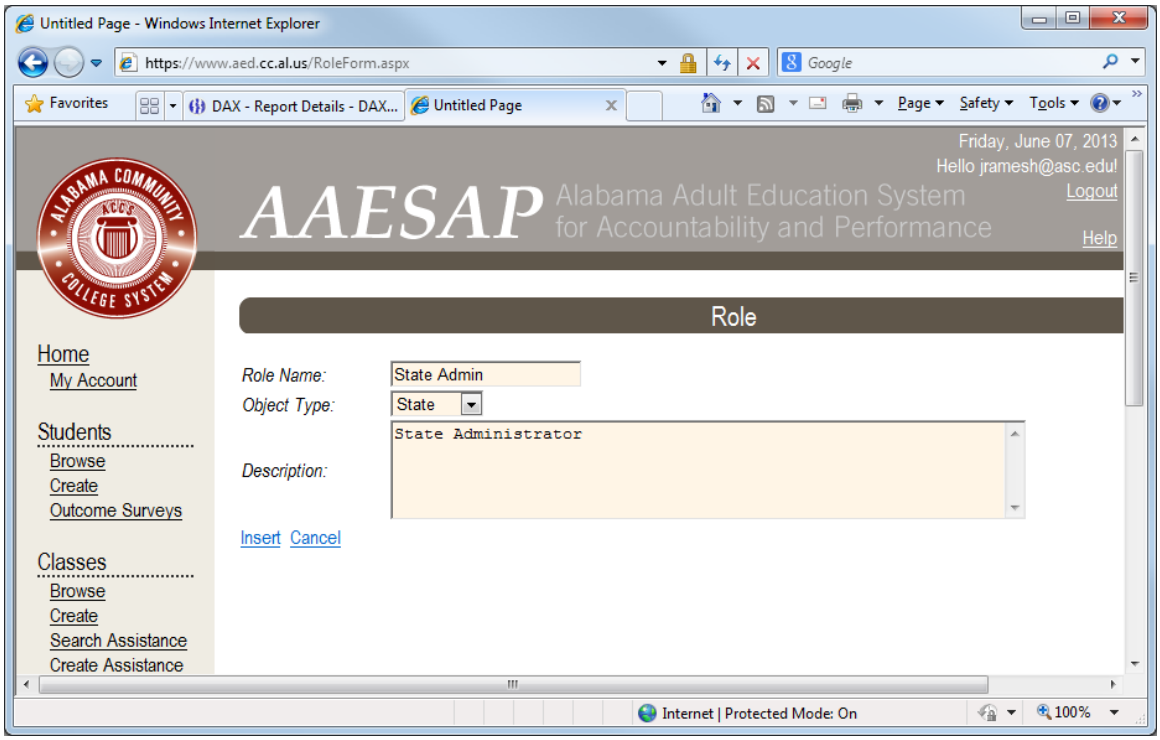
12 – Roles

12.1 Viewing the Role List

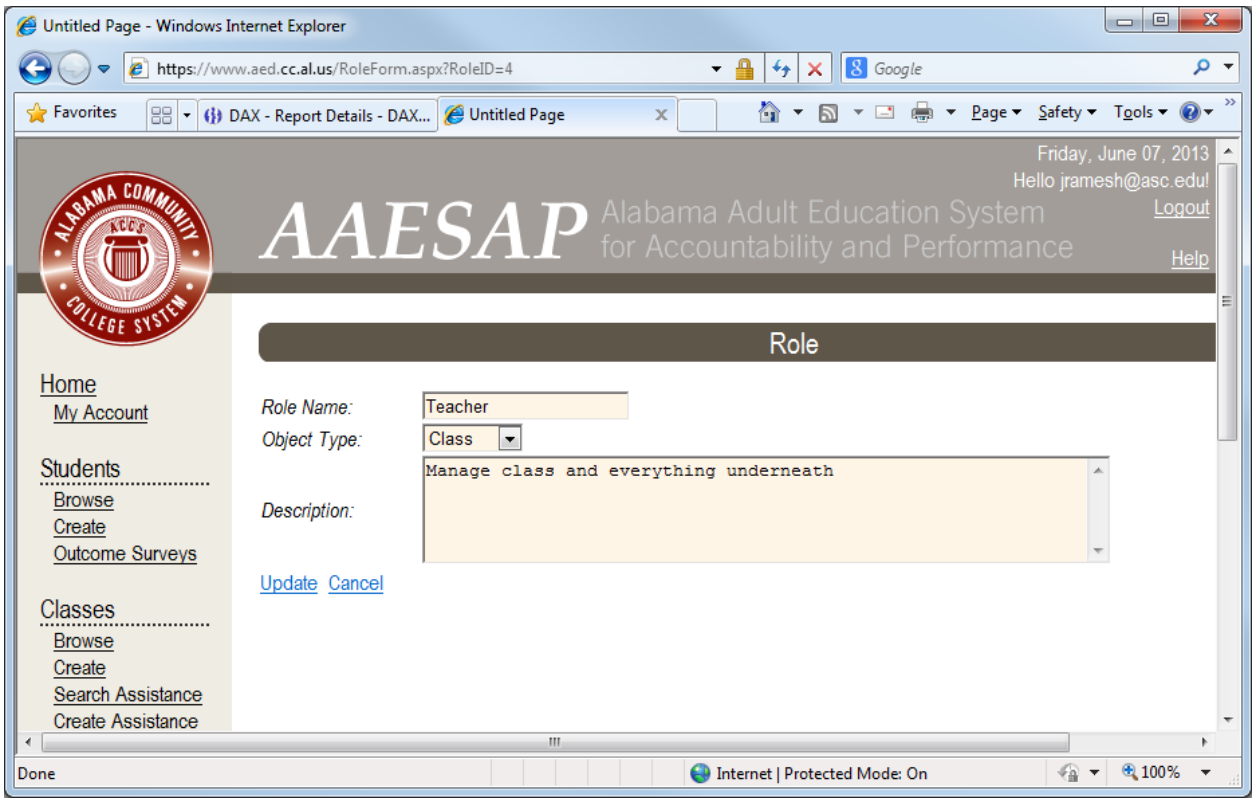


To view the Roles and Permissions for the website, click on ‘Roles’ under the ‘System’ header on the left side menu. Select the role to view the permissions of by selecting the role from the drop down list at the top of the page. A list of all the permissions will appear. Rows with a checkmark beside them indicate the permissions given to a particular role.

12.2 Creating a New Role or Editing a Role's Name and Description



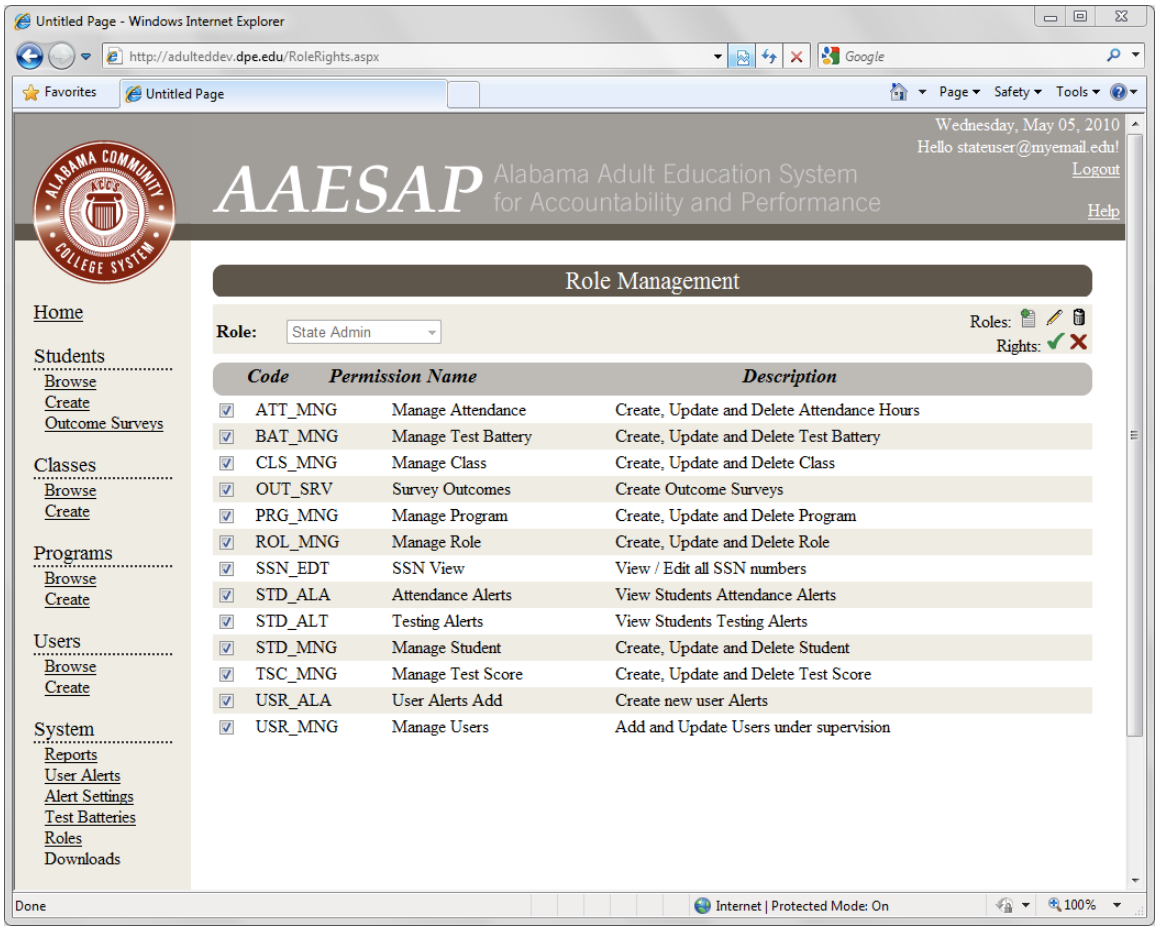
To create a new role, click the add button at the top right corner of the page beside the word 'Roles'. Enter the name, type and description for that role and click 'Insert'. Edit the permissions for that role to complete the process.



To edit an existing role, click on the edit button at the top right corner of the page beside the word 'Roles'. Change the information necessary and click 'Update'.

To delete a role, click on the delete button at the top right corner of the page beside the word 'Roles'.

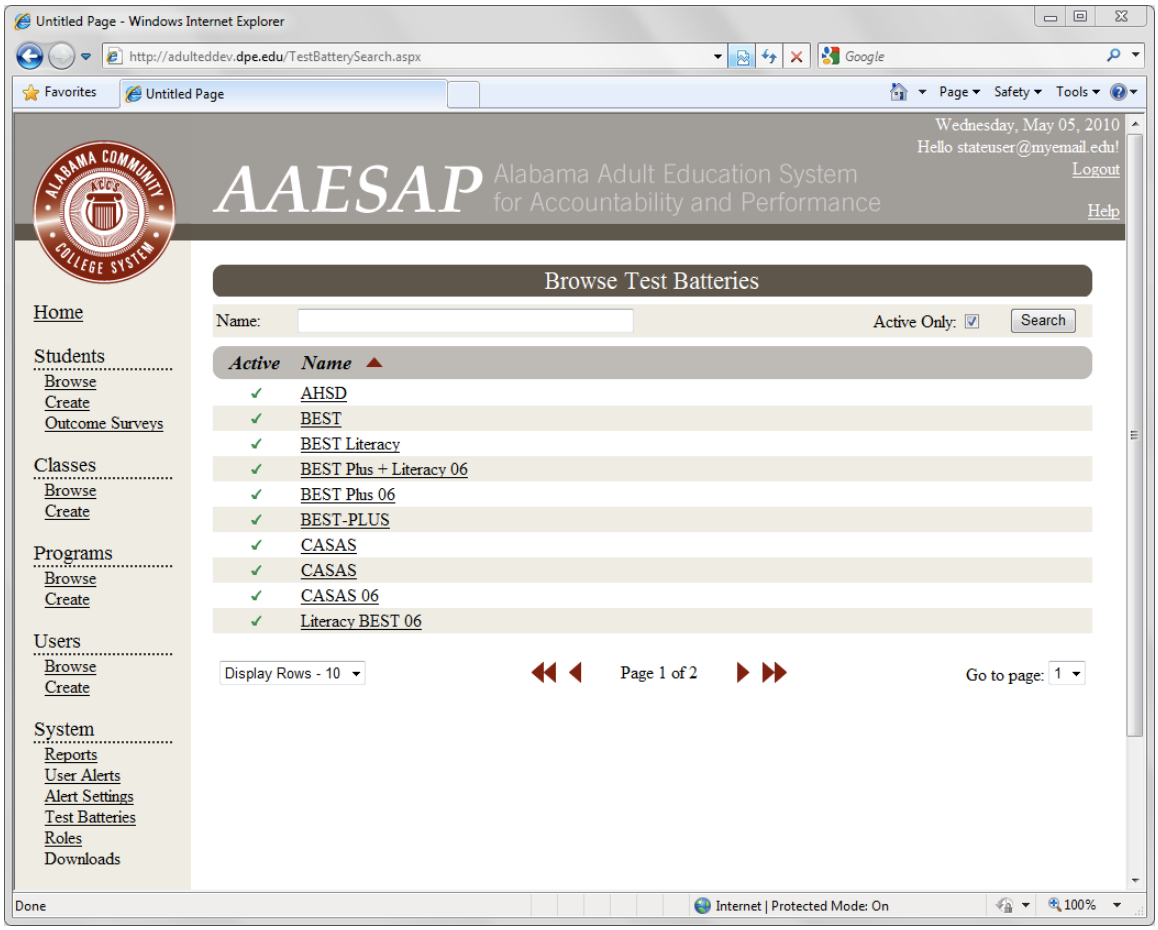
12.3 Editing a Role's Permissions



To edit a role's permissions, click on the edit button at the top right corner of the page beside the word 'Rights'. Select or deselect the permissions for the role. Complete the changes by clicking the 'Update' button beside the word 'Rights' or click the 'Cancel' button to cancel the changes.

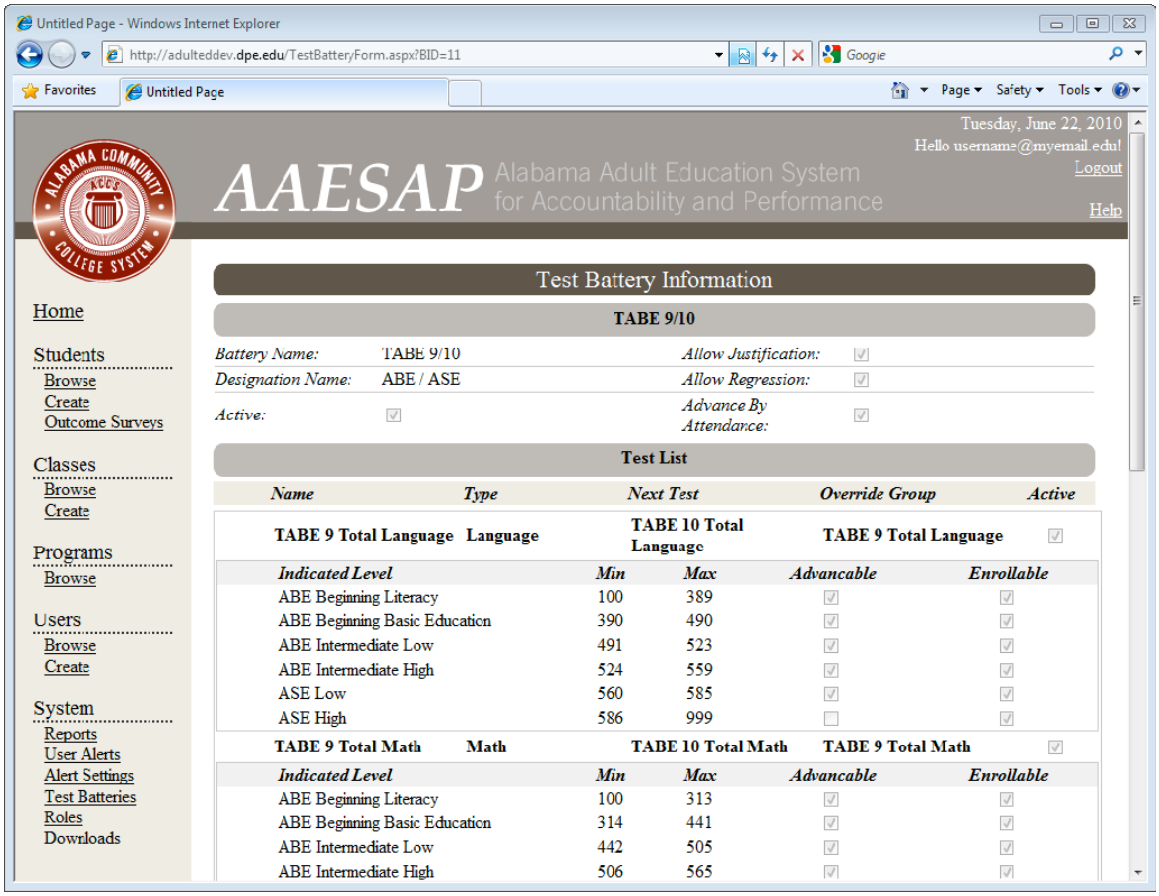
13 – Test Batteries

13.1 Test Battery Search



To search for a test battery, click on 'Test Batteries' under the 'System' header on the left side menu.

13.2 Viewing a Test Battery

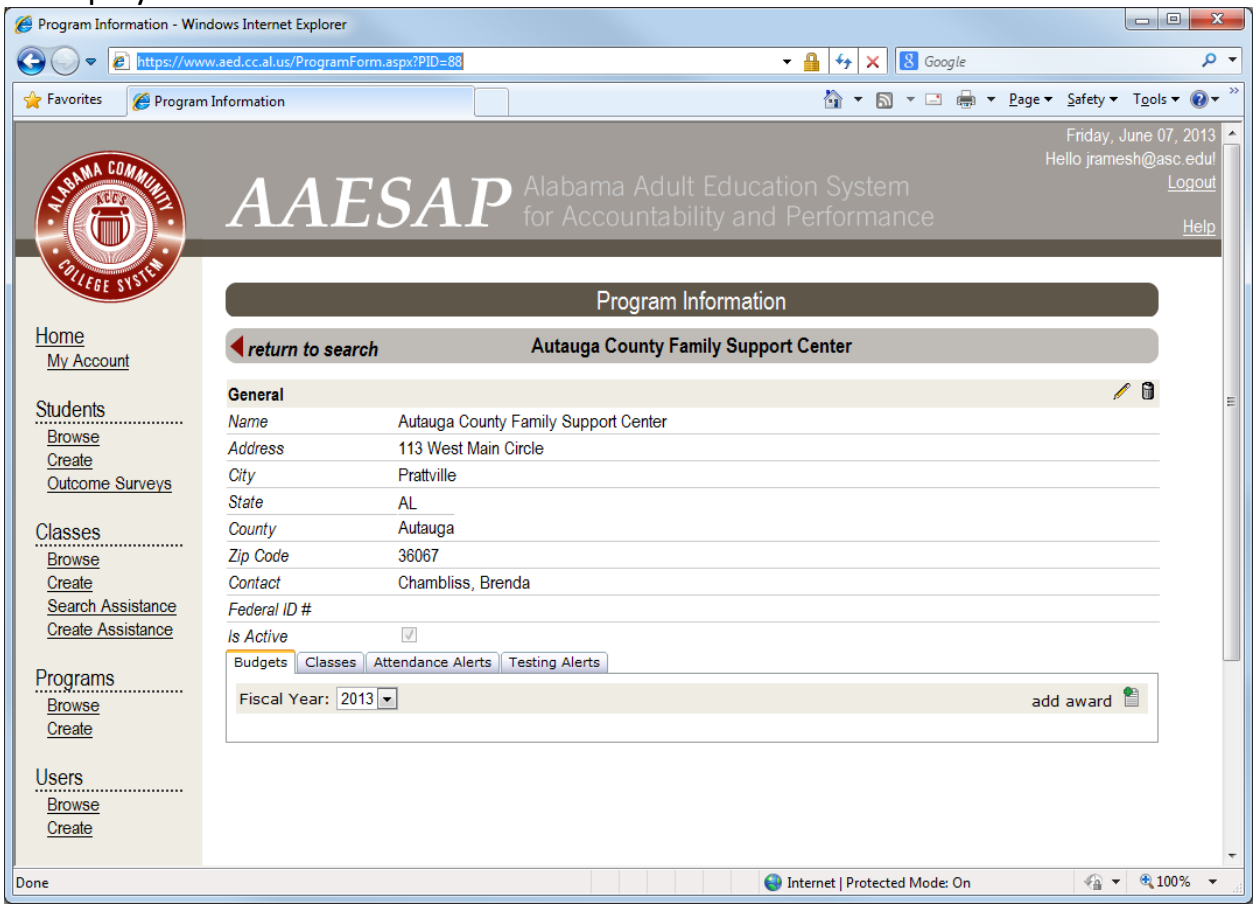


The test battery page shows the name, designation, subjects and score ranges available for the given battery.

14 – Budgeting

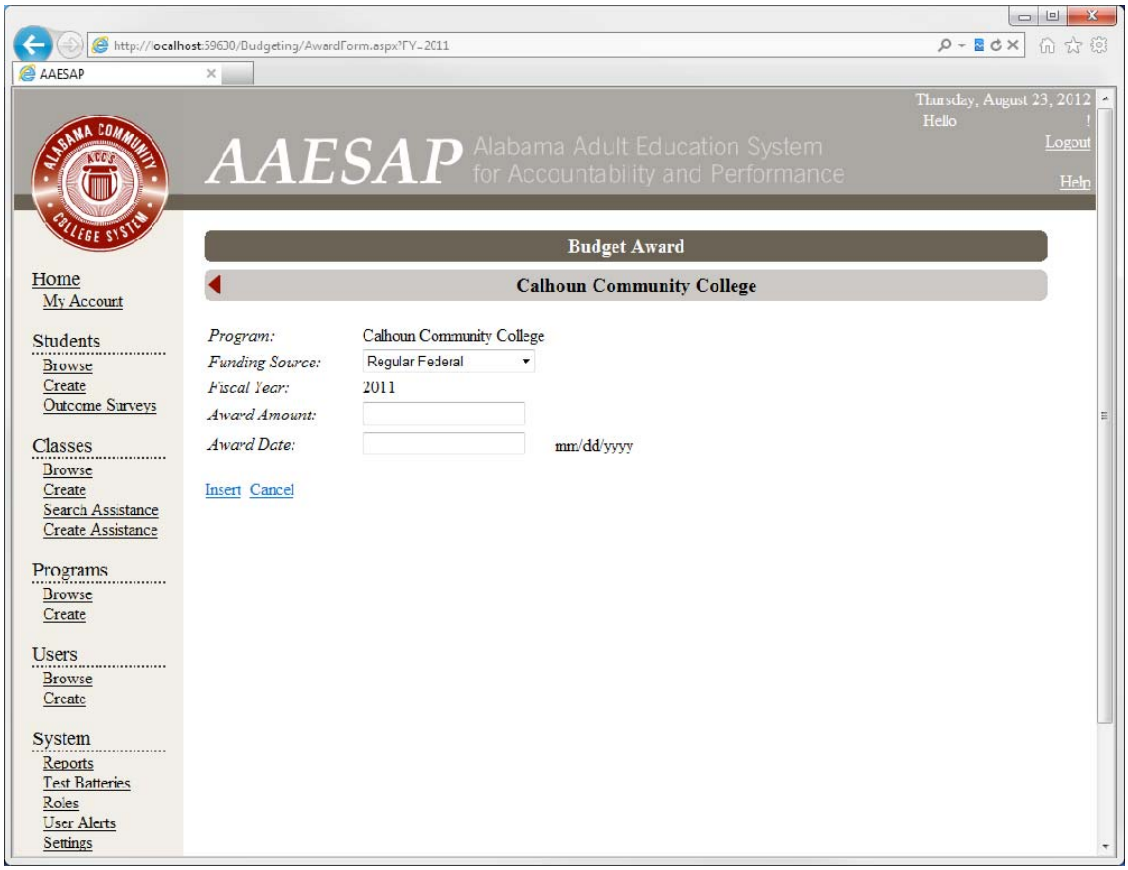
14.1 Navigation

To get to the budgeting features of AAESAP, browse to a program. If you have permission to view the budgeting pages, the 'Budgets' tab will be visible. At the start of a fiscal year, the budget will not have any information to display.



14.2 Adding an Award

To add an award, a Budget Administrators can add an award to a program by clicking on the 'add award' button on the budget tab of the program page which will direct you to the Budget Award page.

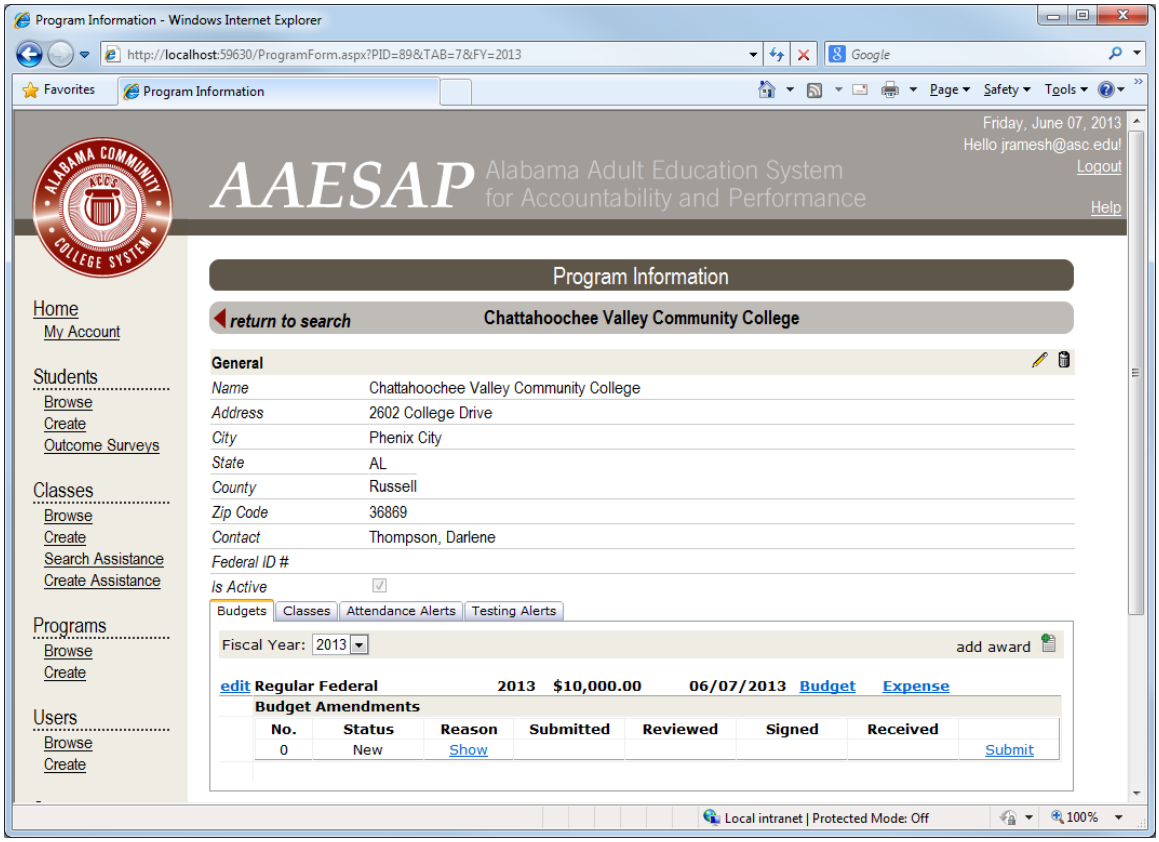


Fill in the necessary information of Funding Source, Award Amount and Award Date, then click 'Insert'. The Program page will reload showing the new award.

14.3 Adding an Amendment

When a program is given a new award, there are no amendments assigned to the budget. Every budget needs to be assigned an amendment by the Program Administrator or the Budget Administrator. This is done by clicking the 'add amend' link on the budget tab for the given award. Enter the reason for amendment in the popup window displayed.

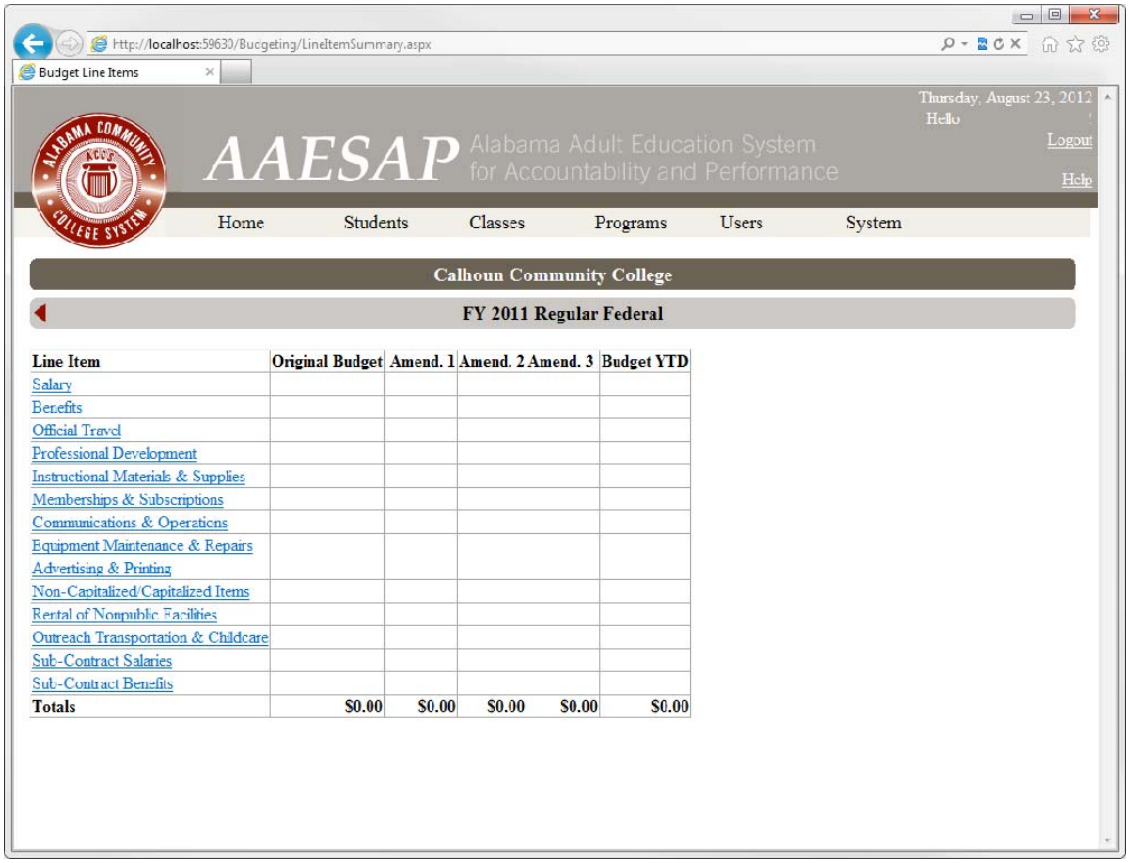
After the amendment is entered, a new entry will show under Budget Amendments labeled number '0'.



Note about amendments: The initial amendment is numbered '0' and no further amendments can be added until the latest amendment has been approved.

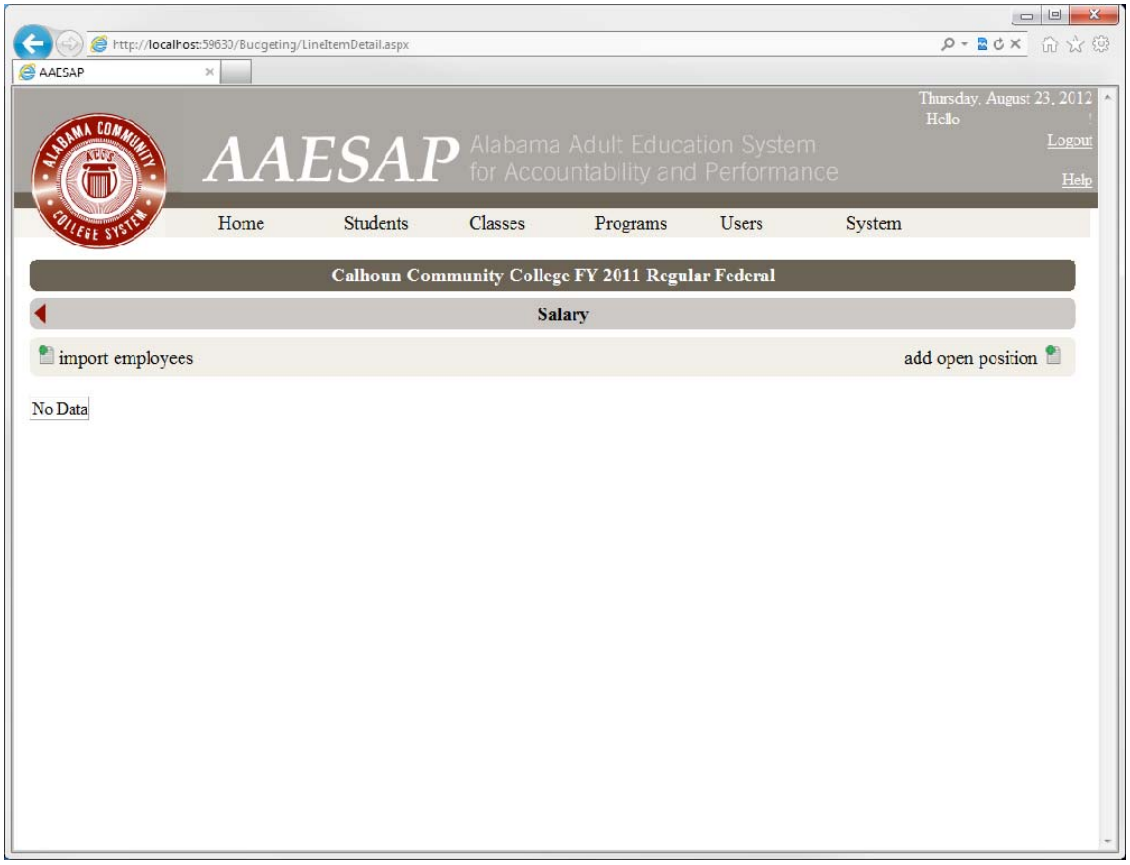
14.4 Entering Data into the Budget

Clicking the 'Budget' link on the budget tab of the program page will load the line item summary page for the budget.



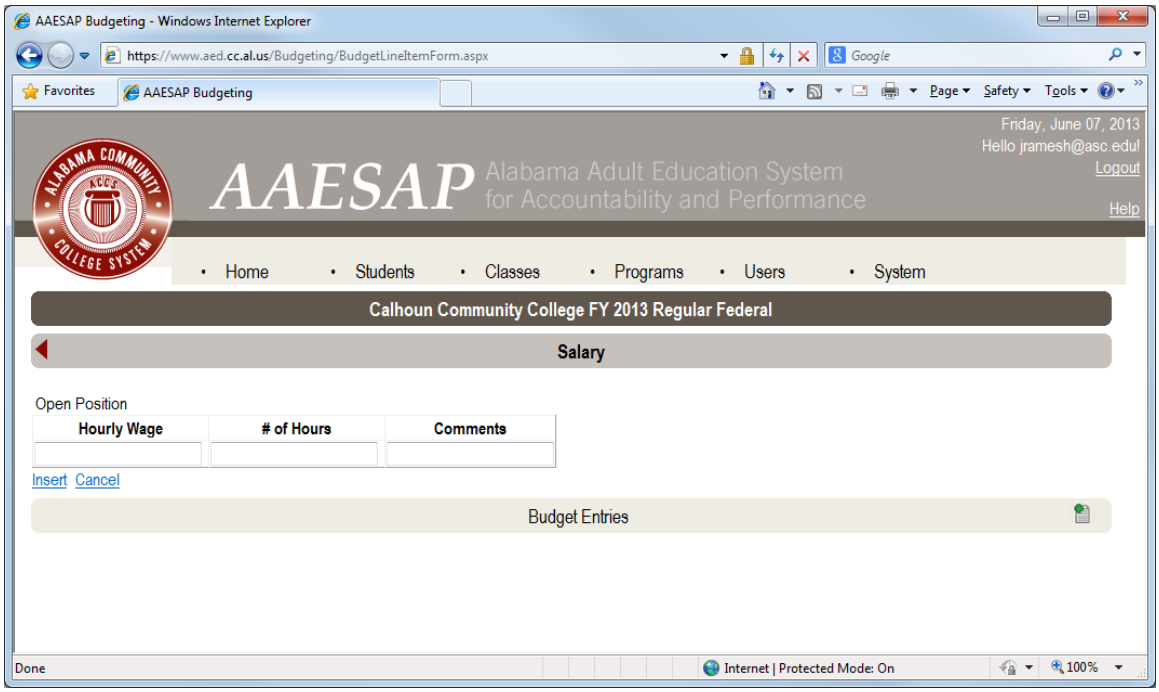
Note about entering data: Unless otherwise indicated, all fields are mandatory.

To enter data, click on the line item name and the individual budget item list will load. For the Salary and Benefits line items, there are two methods to enter in new data. The user can either enter in items individually by clicking on the 'add open position' button on the top right of the list, or click on 'import users' to import all the users assigned to this program and funding source. (The user program and funding source is assigned on the user page.)

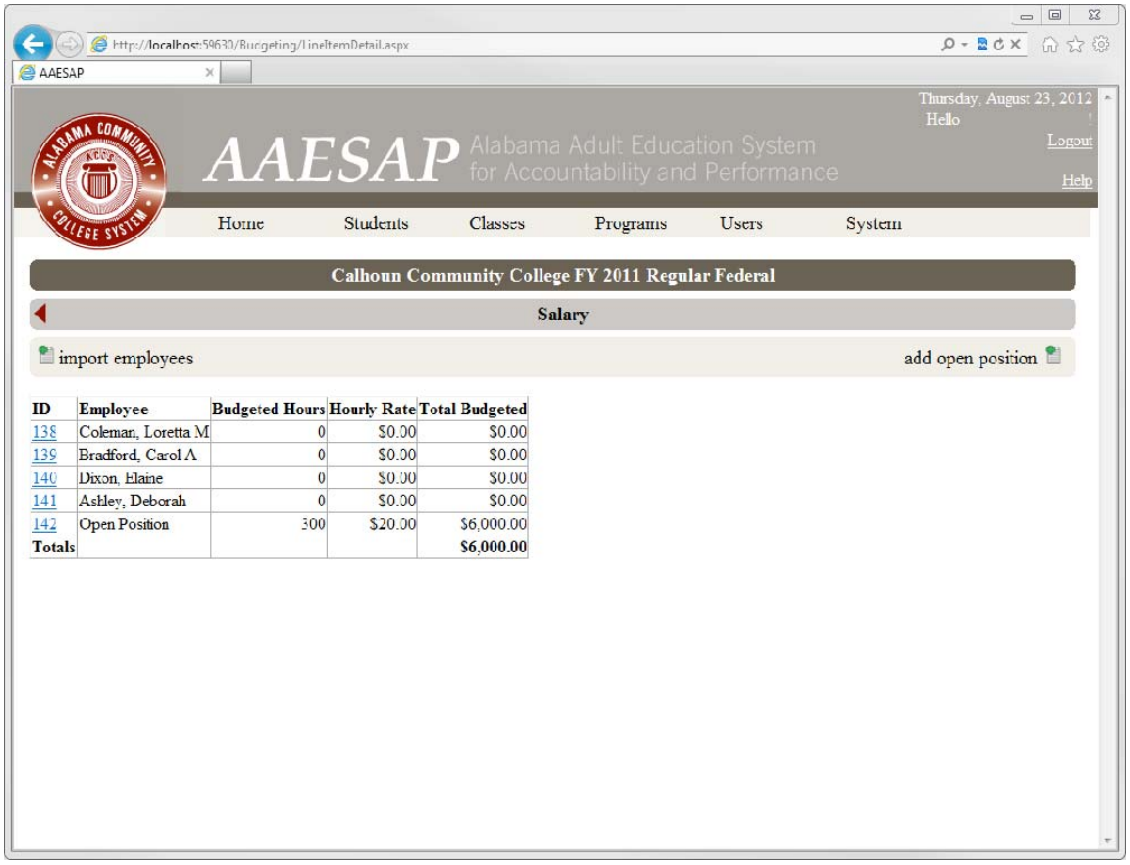


Note about adding employees to the list: Employees will only be added to the list if they have the appropriate funding source added to their information on the User page.

Adding an open position: click the Add Open button on the top right corner to add details for an open position.

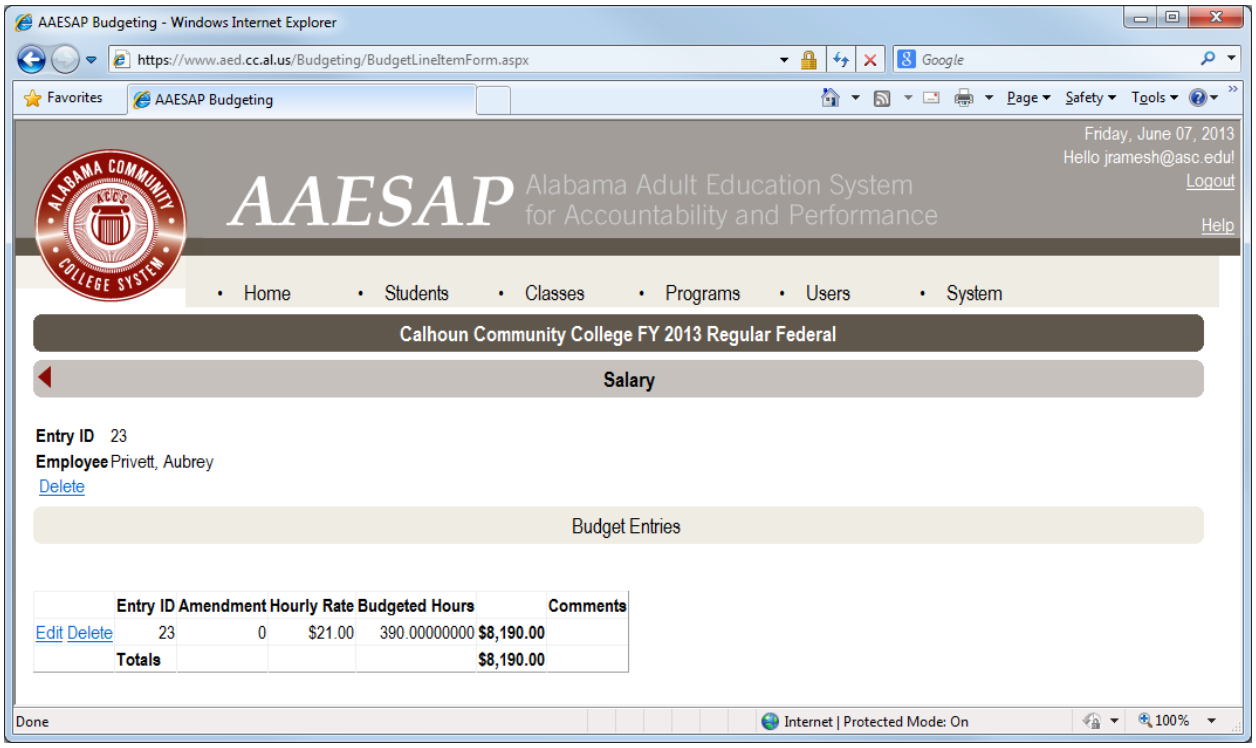


To edit an entry, click on the item in the list to edit and the individual page for the item will load.



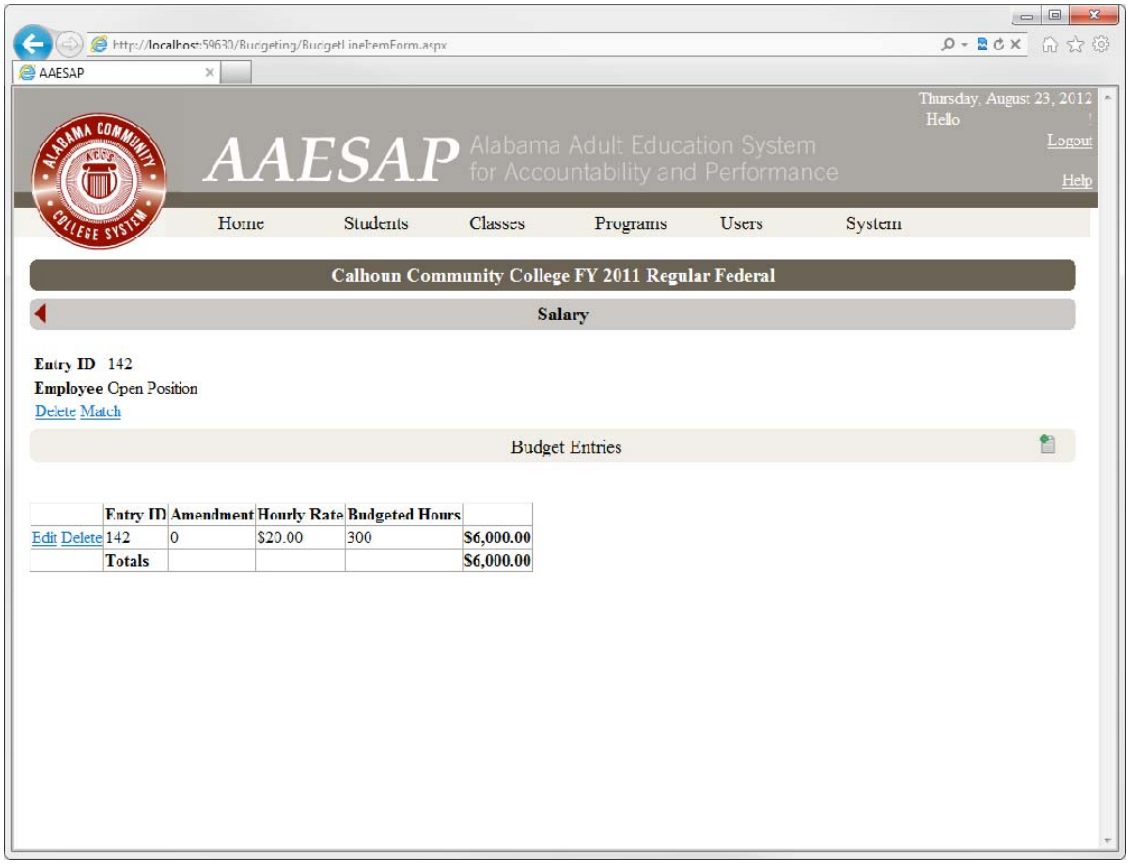
On the individual item page, there are two sections that can be edited. The top section allows the administrator to delete an incorrect entry. The bottom section is where the user edits the amount budgeted for the item.

Editing the Salary budget entry:

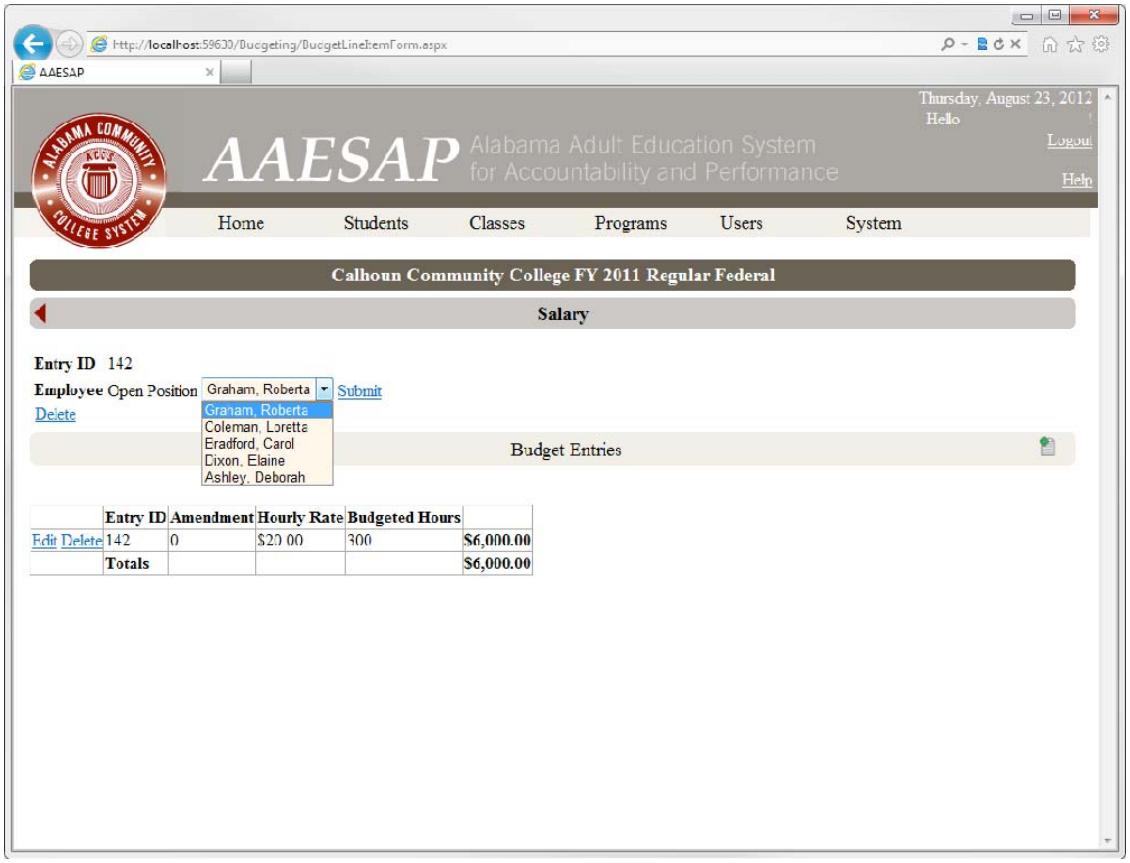


Note about deleting entries: A budget item cannot be deleted until all budget entries and expense entries referring to the budget item are deleted first.

To edit an open position and convert it to an employee, go to the open position and look for the ‘Match’ button.

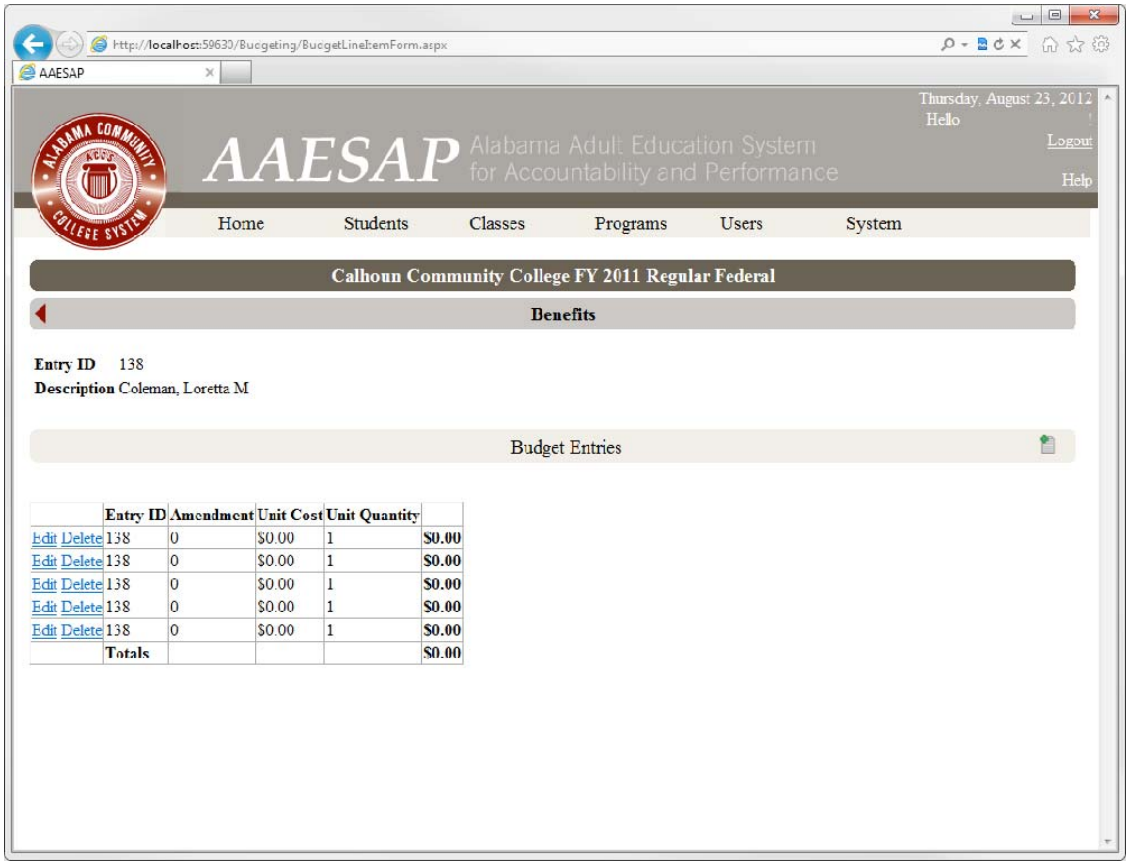


Clicking ‘Match’ will show the list of employees that are eligible for the program and funding source. Select the employee for the position and click ‘Submit’.



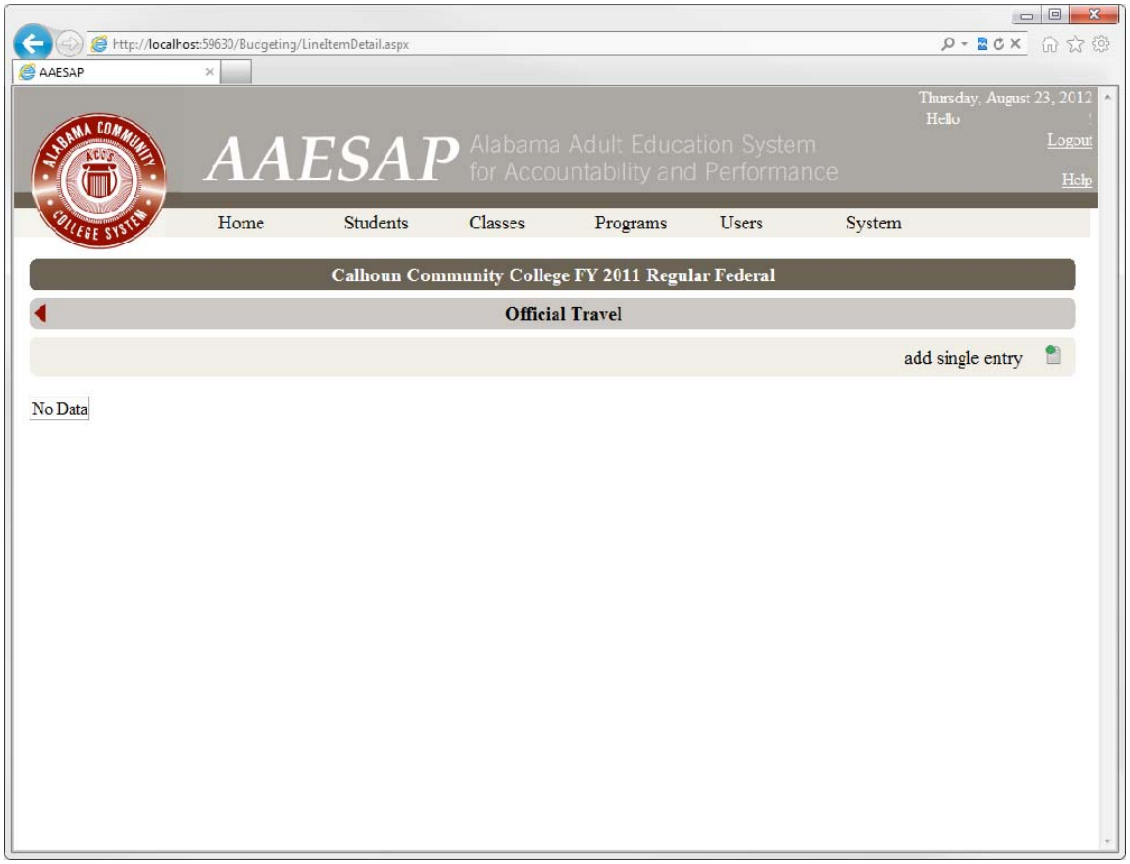
After returning to the Budget Line Item page and clicking on 'Benefits', the employees will already be imported into the Benefits Line Item list. This occurred when they were added to the Salary Line Item list. Editing the Benefits entries is similar to the Salary edits.

Editing the Benefits budget entry:

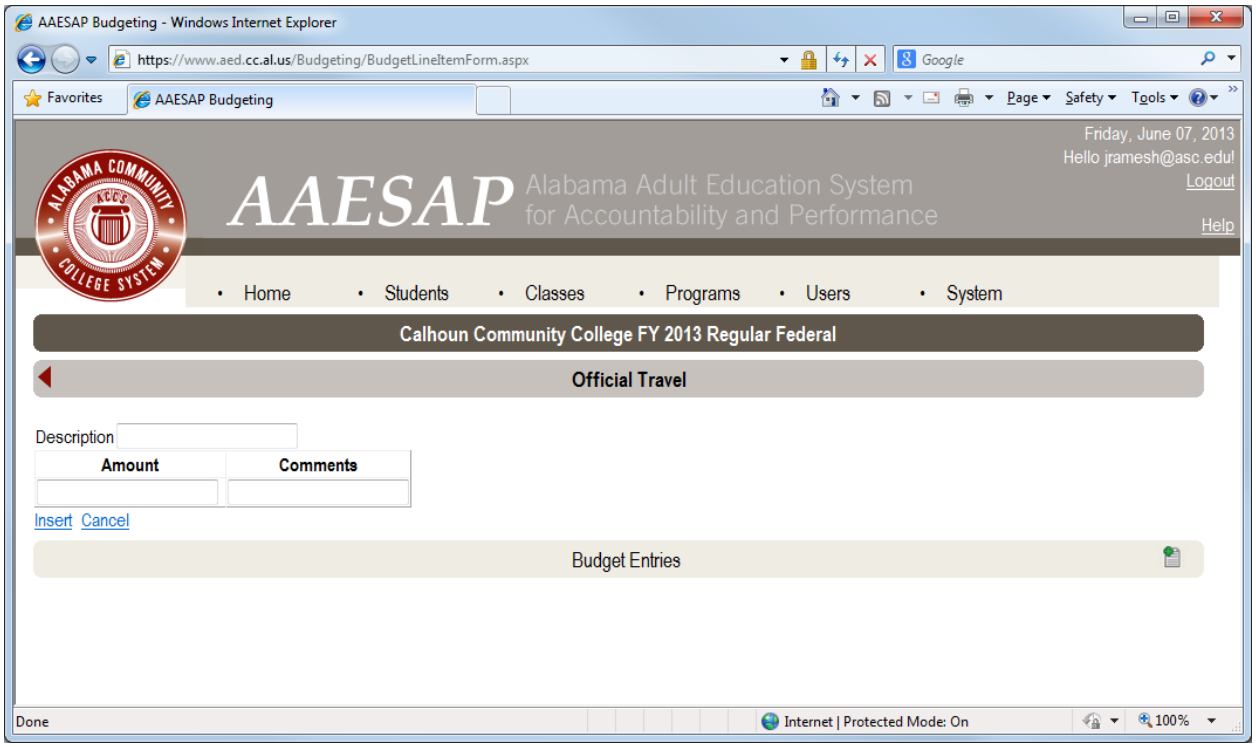


The remaining Budget Line Items have similar methods to adding new entries.

Select the line item:

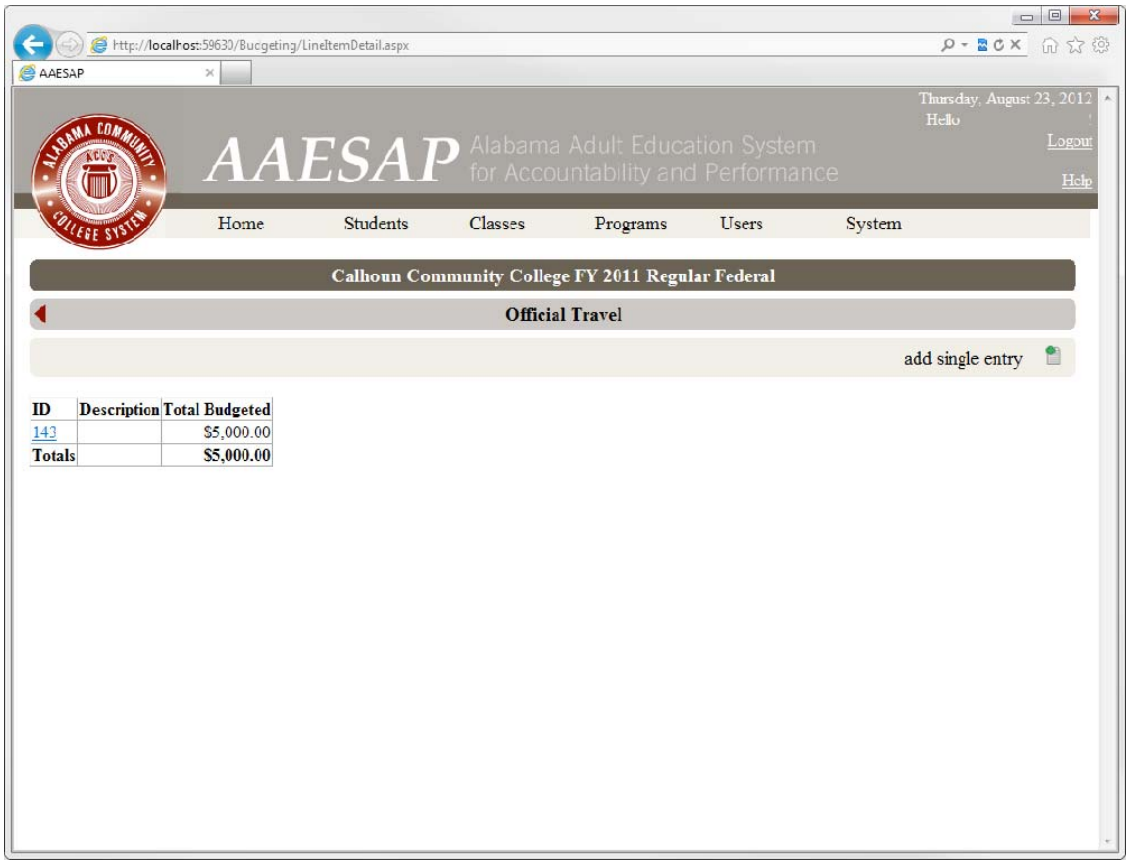


Add a single entry:



Note about entering data: The 'Description' field is optional, all other fields are required.

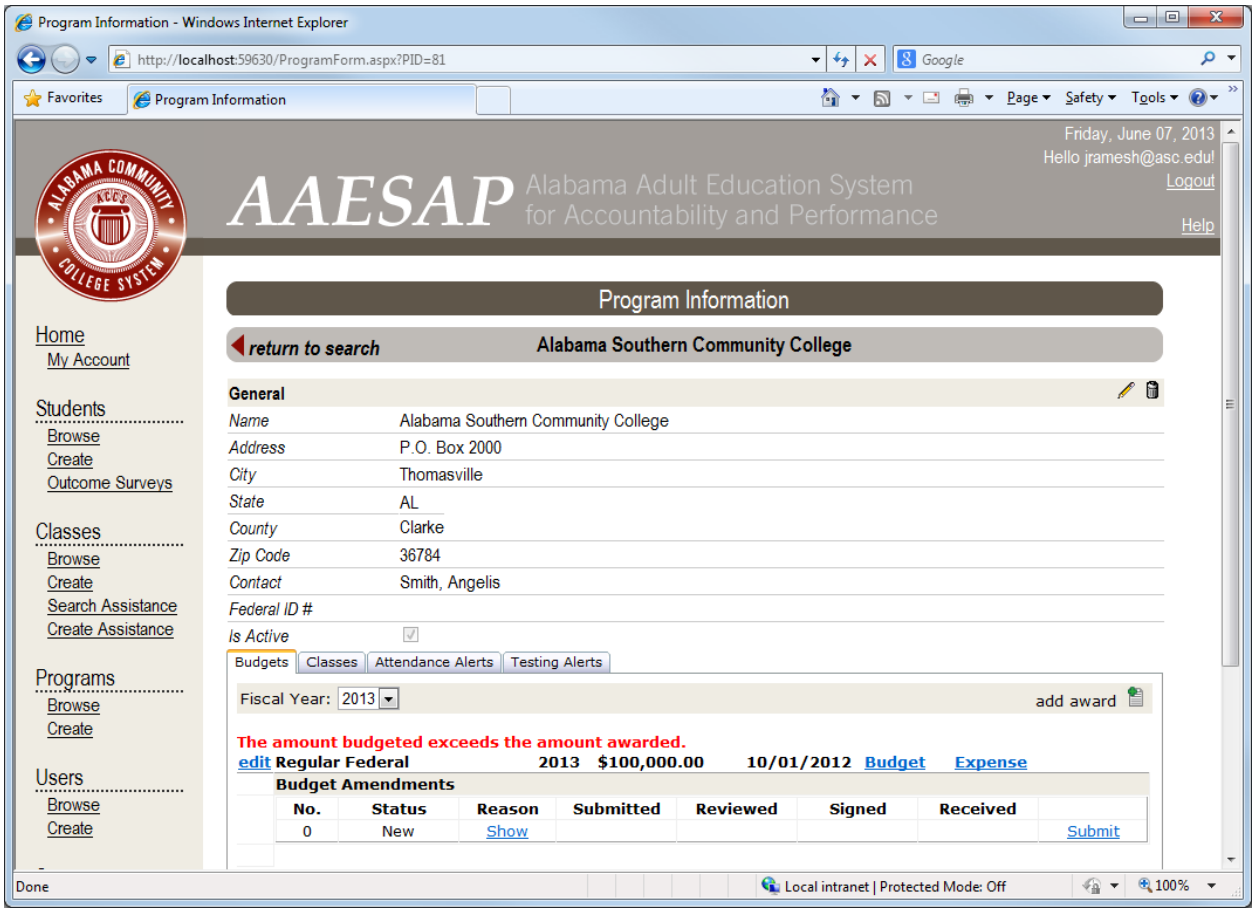
And the new entry has been added to the budget:



14.5 Submitting a Budget for Approval

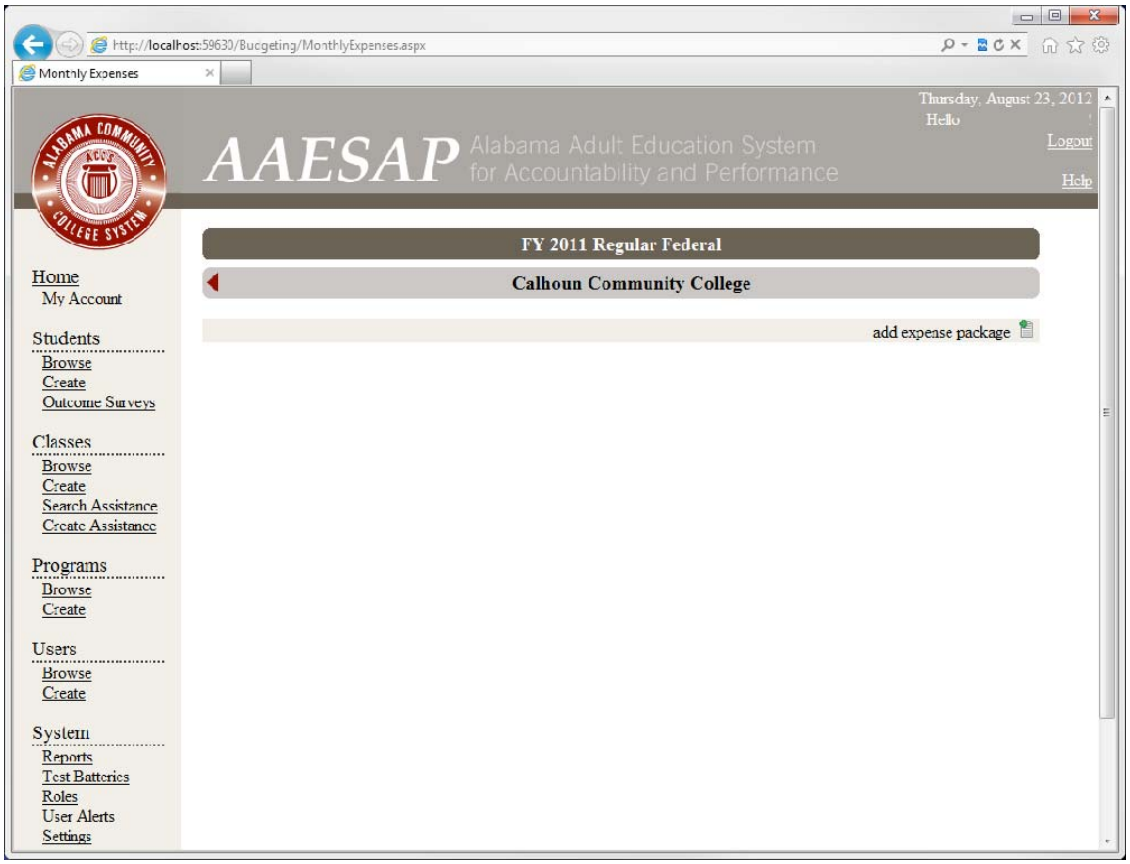
A Program or State Admin can click on the 'Submit' button on the Budget tab of the Program page to submit the budget. The status will change to 'Submitted' with a timestamp of when the action occurred. At that point, only State Administrators will be able to edit the budget for the current amendment. However, Program Administrators will still be able to view the budget.

If the budgeted amount exceeds the amount awarded, an error message will display and won't allow the budget to be submitted.



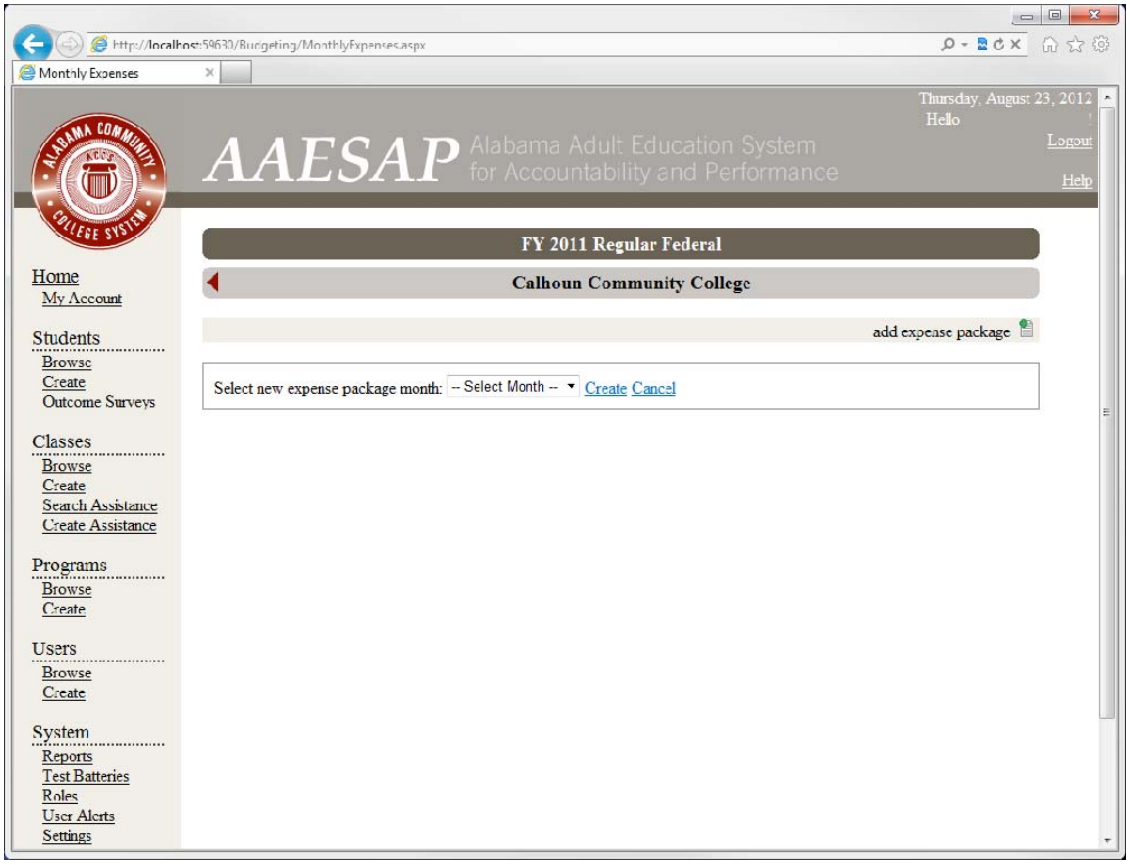
14.6 Creating an Expense Package

Starting at the Program page, click on the 'Expense' link for the budget award. This will load the Expense page.

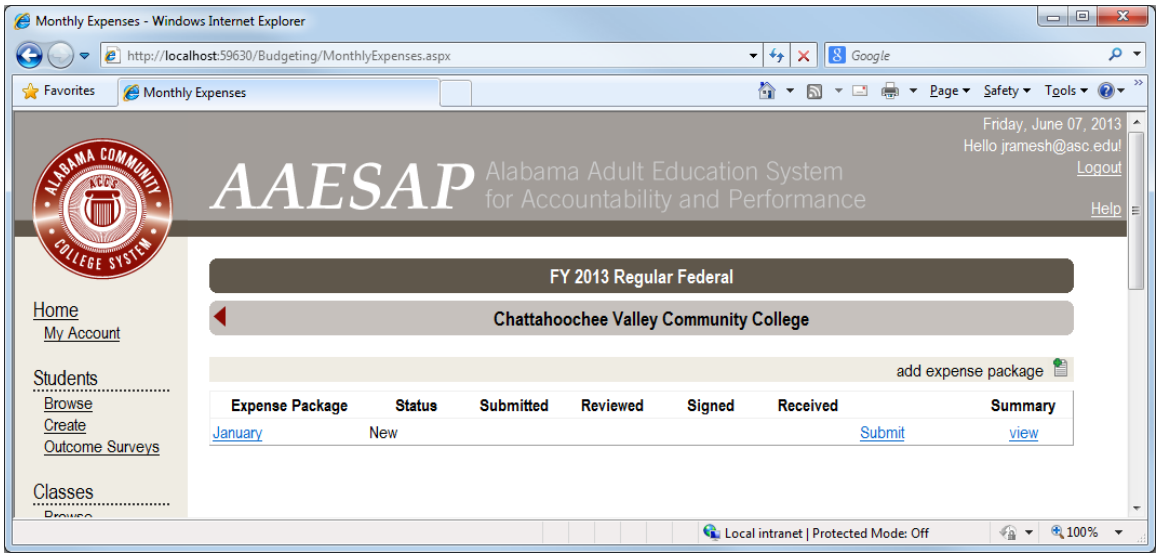


Note about viewing expenses: Only users that have been assigned a role with the permission 'Manage Program Expenses' can view the information on this page.

Initially, no packages are present. To create a new expense package, click ‘add expense package’, select the month of the package, and click ‘Create’.

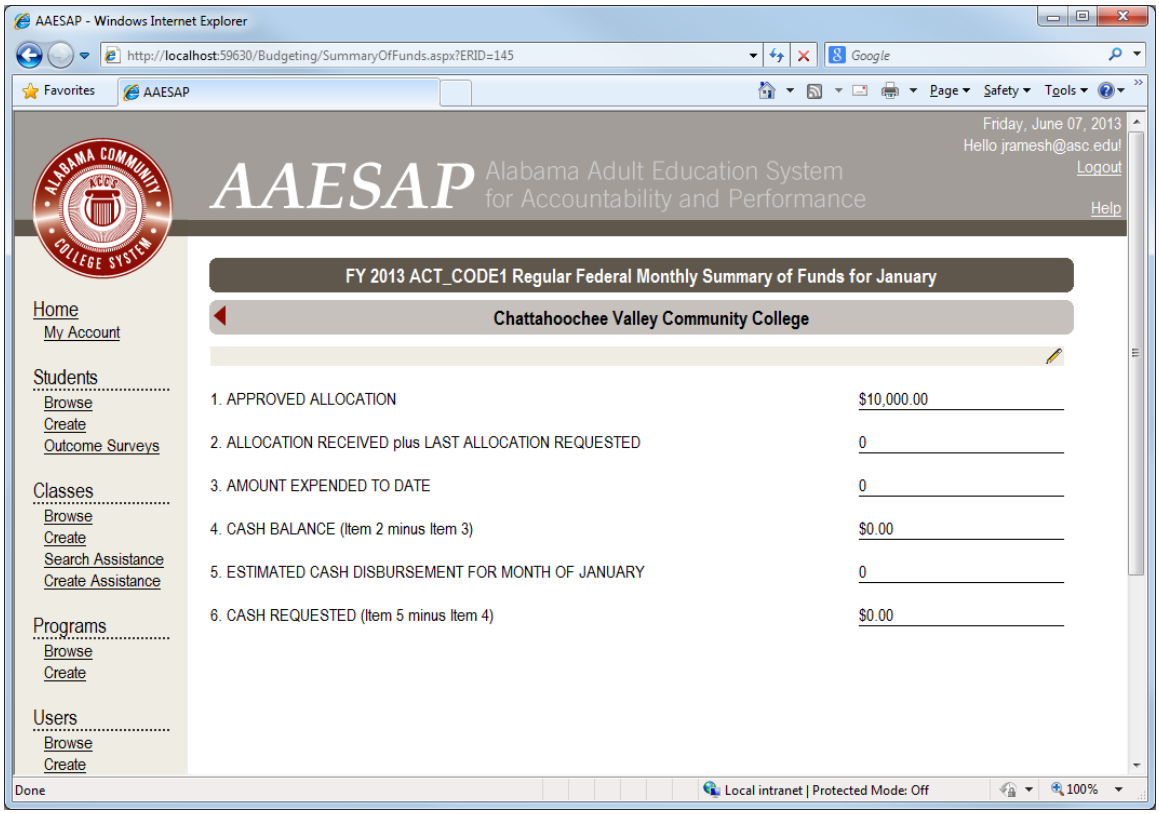


A new expense package for that month will be created and will show on the Expense page.

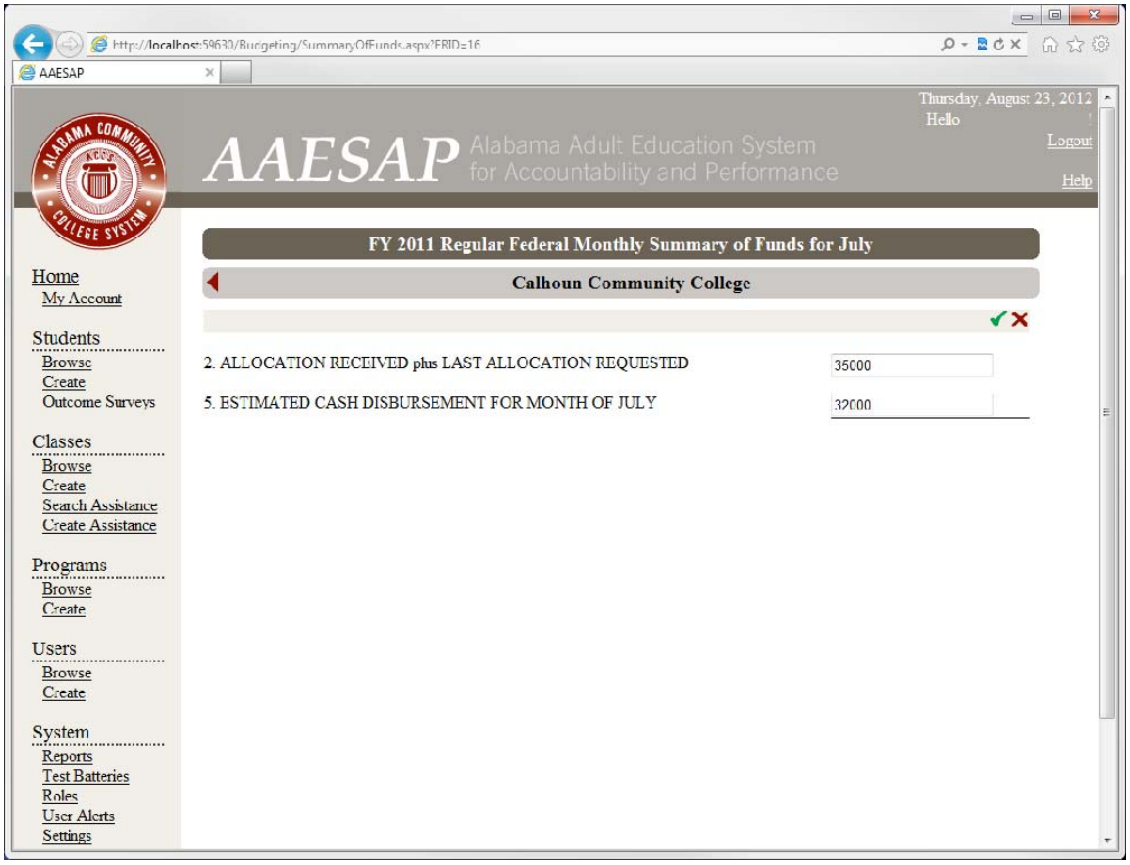


14.7 Summary of Funds

To view the Summary of Funds, click ‘view’ under ‘Summary’ on the Expense page.



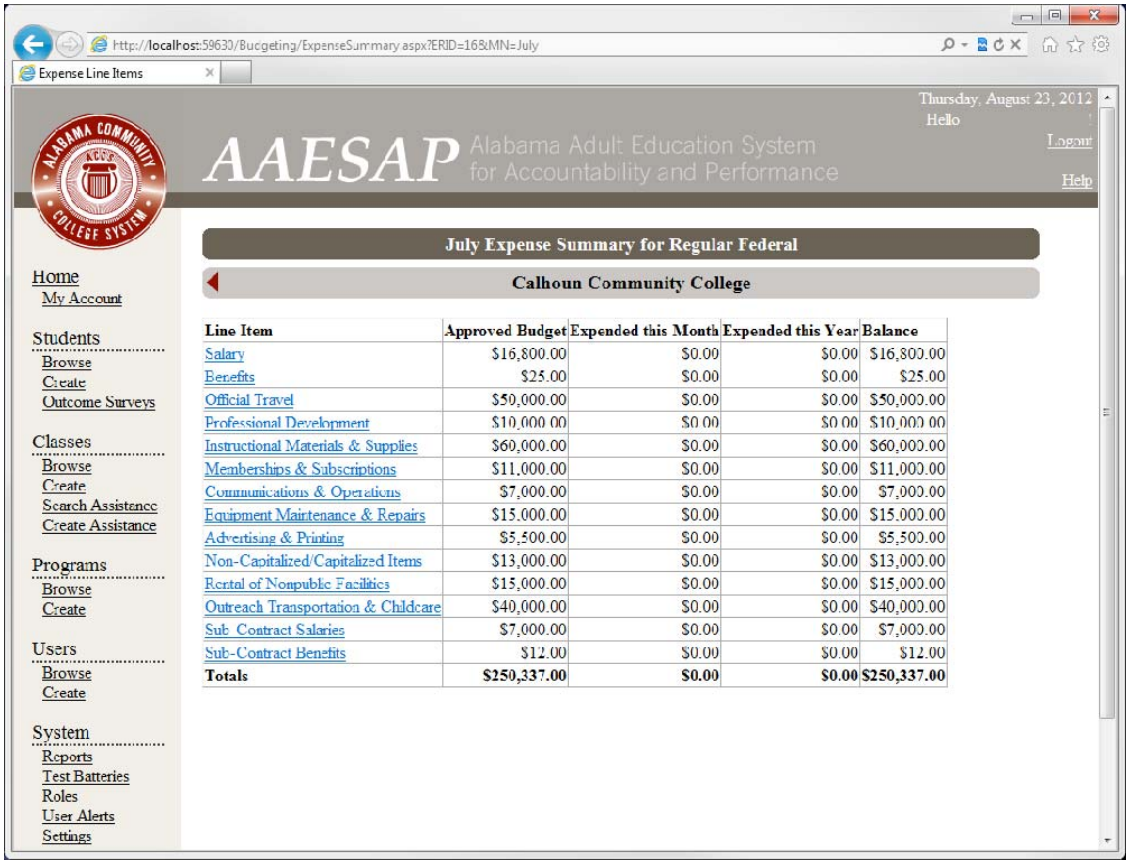
To edit the page, click on the pencil icon. Only the fields that can be edited will be displayed.



Click on the checkmark once editing is complete, or the X to cancel.

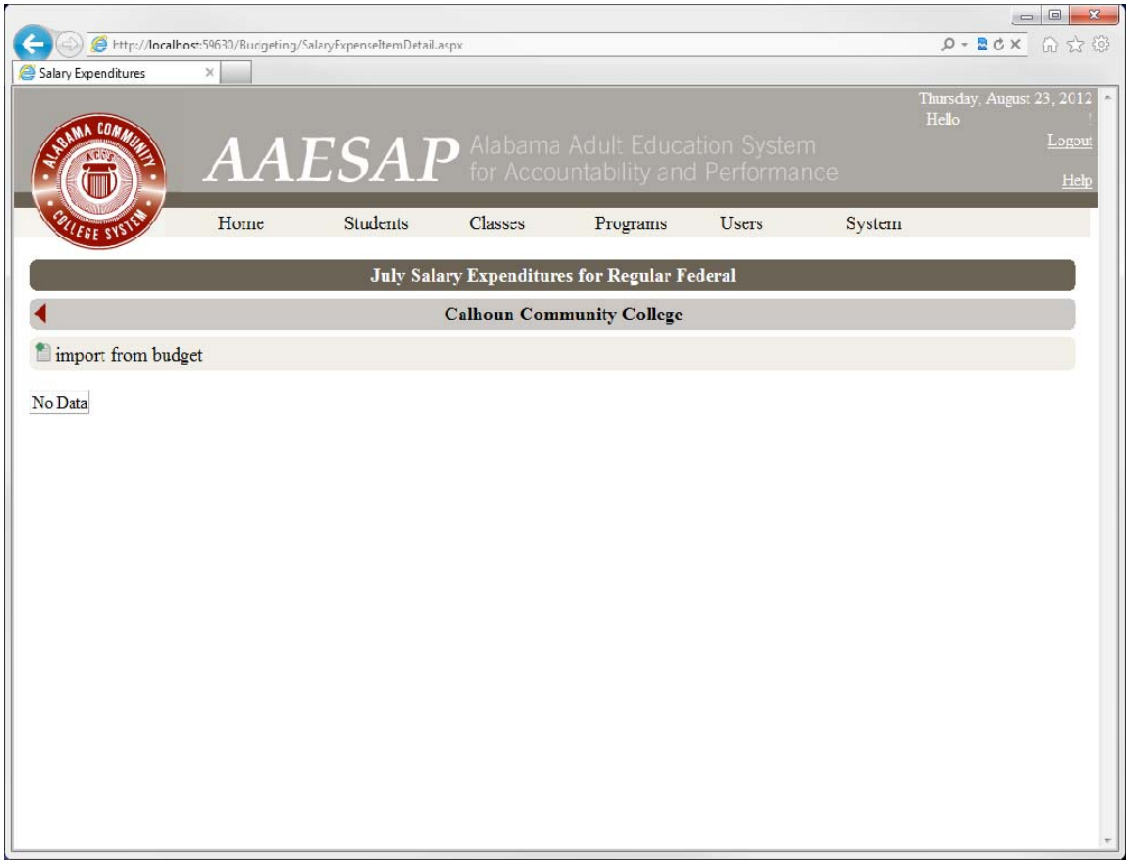
14.8 Entering Monthly Expenses

Begin entering monthly expenses by viewing the Expense Summary. On the Monthly Expenses page, click on the month name and the Expense Summary page will load.



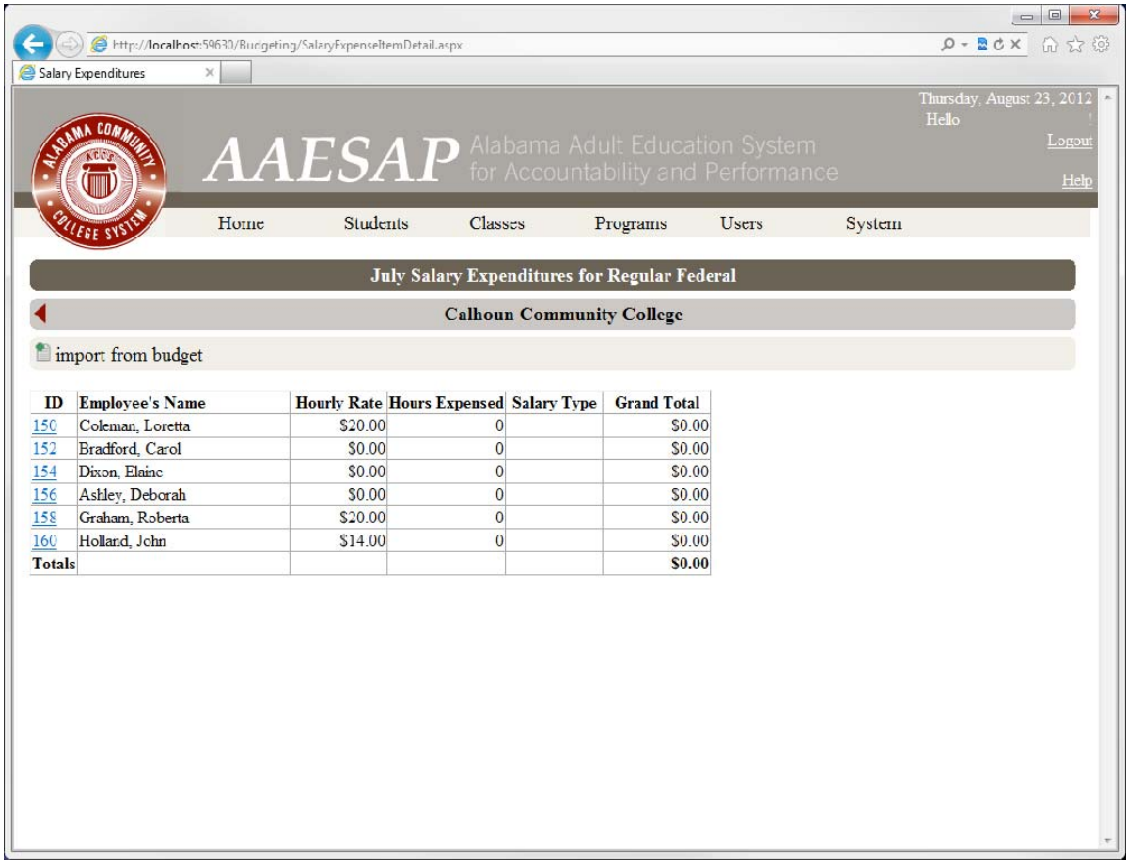
Line Item	Approved Budget	Expended this Month	Expended this Year	Balance
Salary	$16,800.00	$0.00	$0.00	$16,800.00
Benefits	$25.00	$0.00	$0.00	$25.00
Official Travel	$50,000.00	$0.00	$0.00	$50,000.00
Professional Development	$10,000.00	$0.00	$0.00	$10,000.00
Instructional Materials & Supplies	$60,000.00	$0.00	$0.00	$60,000.00
Memberships & Subscriptions	$11,000.00	$0.00	$0.00	$11,000.00
Communications & Operations	$7,000.00	$0.00	$0.00	$7,000.00
Equipment Maintenance & Repairs	$15,000.00	$0.00	$0.00	$15,000.00
Advertising & Printing	$5,500.00	$0.00	$0.00	$5,500.00
Non-Capitalized/Capitalized Items	$13,000.00	$0.00	$0.00	$13,000.00
Rental of Nonpublic Facilities	$15,000.00	$0.00	$0.00	$15,000.00
Outreach Transportation & Childcare	$40,000.00	$0.00	$0.00	$40,000.00
Sub Contract Salaries	$7,000.00	$0.00	$0.00	$7,000.00
Sub-Contract Benefits	$12.00	$0.00	$0.00	$12.00
Totals	**$250,337.00**	**$0.00**	**$0.00**	**$250,337.00**

Click on the Line Item to add a new expense to and the expenditures page will load.



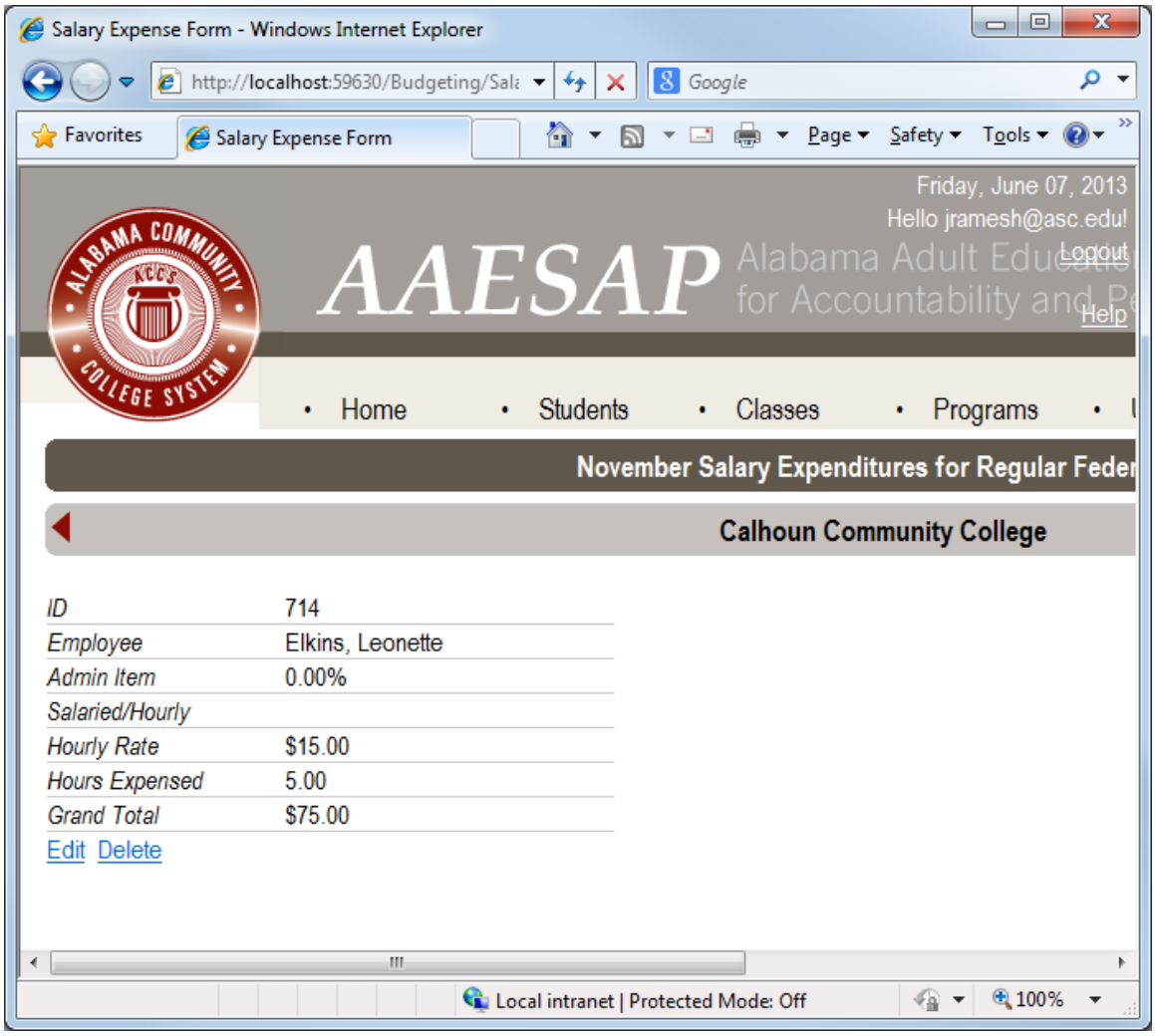
Note about importing employee salary entries: Only entries that have a valid employee linked with the entry (not a stub entry for a future employee) will be imported into the expense item list.

To prevent entering expenses that have no corresponding budget, items can only be added to the expense list by clicking on ‘import from budget’.

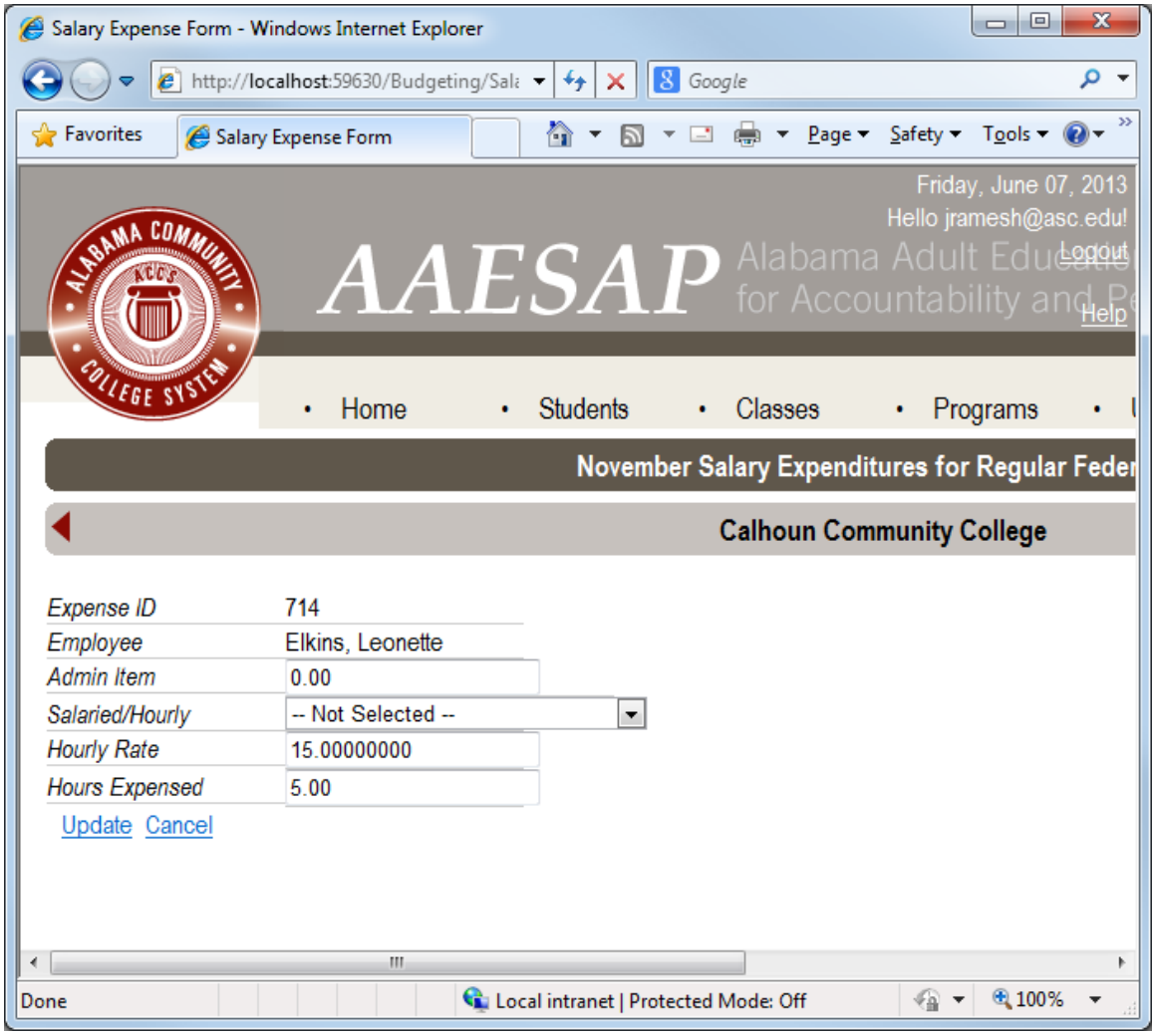


ID	Employee's Name	Hourly Rate	Hours Expensed	Salary Type	Grand Total
150	Coleman, Loretta	$20.00	0		$0.00
152	Bradford, Carol	$0.00	0		$0.00
154	Dixon, Elaine	$0.00	0		$0.00
156	Ashley, Deborah	$0.00	0		$0.00
158	Graham, Roberta	$20.00	0		$0.00
160	Hollard, John	$14.00	0		$0.00
Totals					**$0.00**

Once the budget items have been loaded into the expenditures list, edit an item by clicking on the underlined link (for example, the ID number on the Salary Expenditures page).

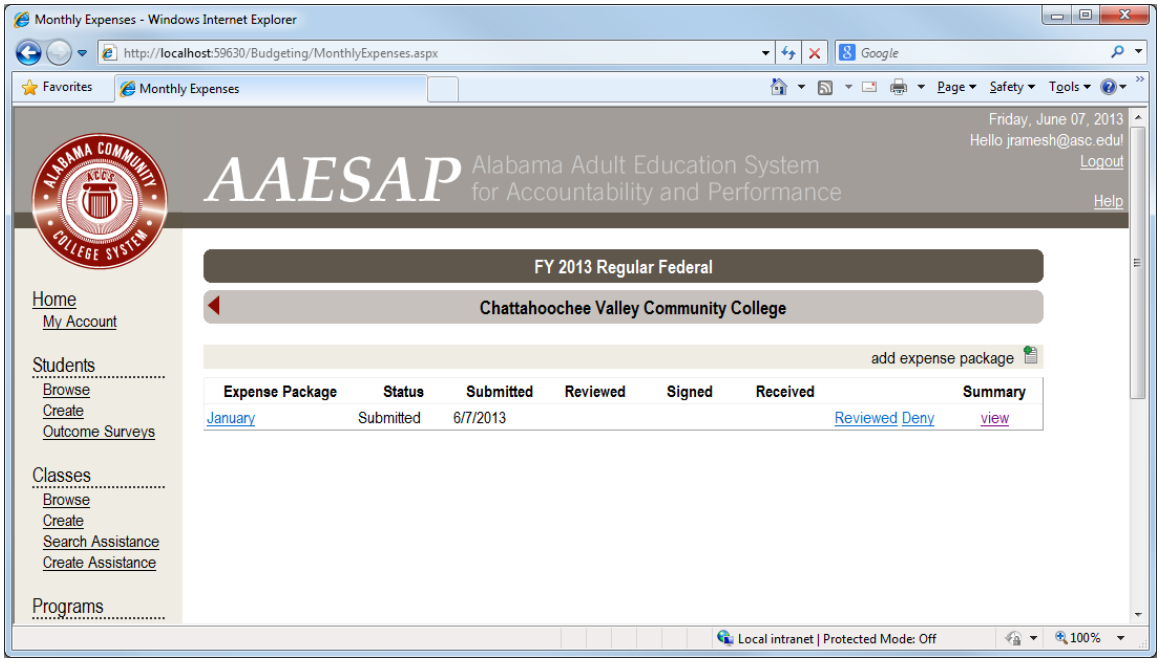


Click ‘Edit’ to edit the expenditure information, and then click ‘Update’ to confirm the changes, or ‘Cancel’ to cancel the edit.



14.9 Submitting an Expense Package for Approval

A Program or State Admin can click on the 'Submit' button for the selected month on the Monthly Expenses page to submit the monthly expenses package. The status will change to 'Submitted' with a timestamp of when the action occurred. At that point, only State Administrators will be able to edit the expenses for the given month.

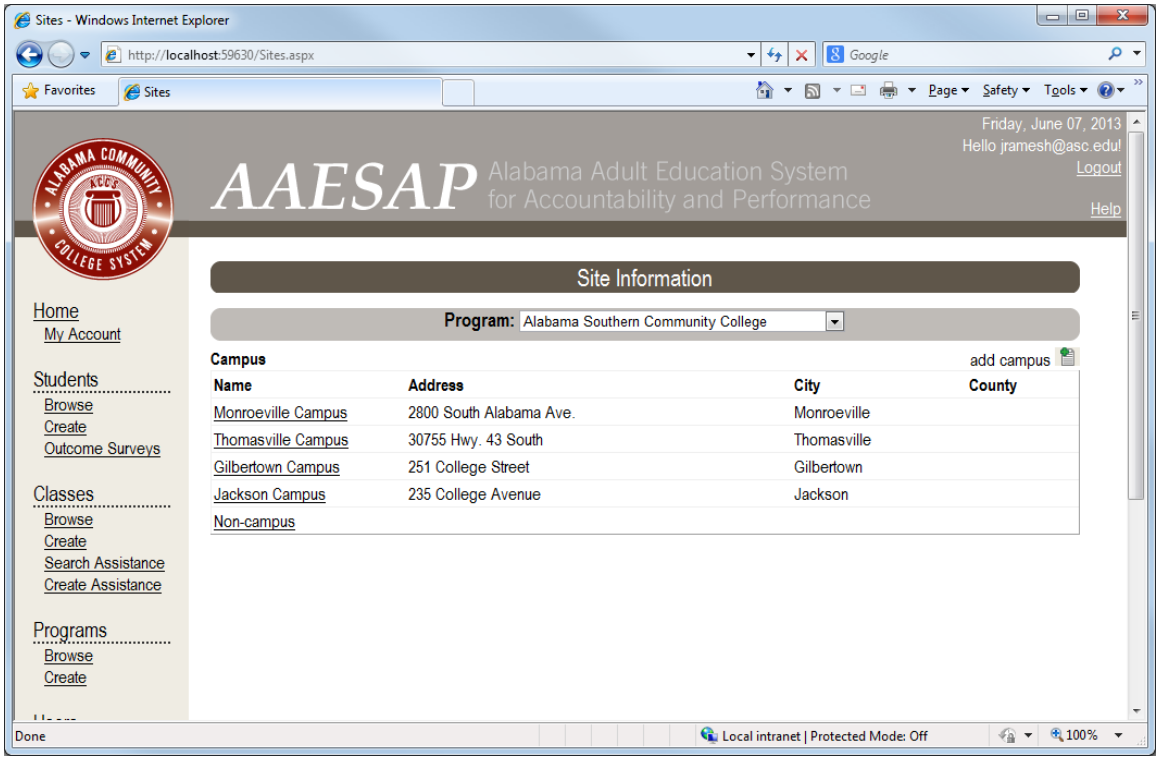


15 – Sites

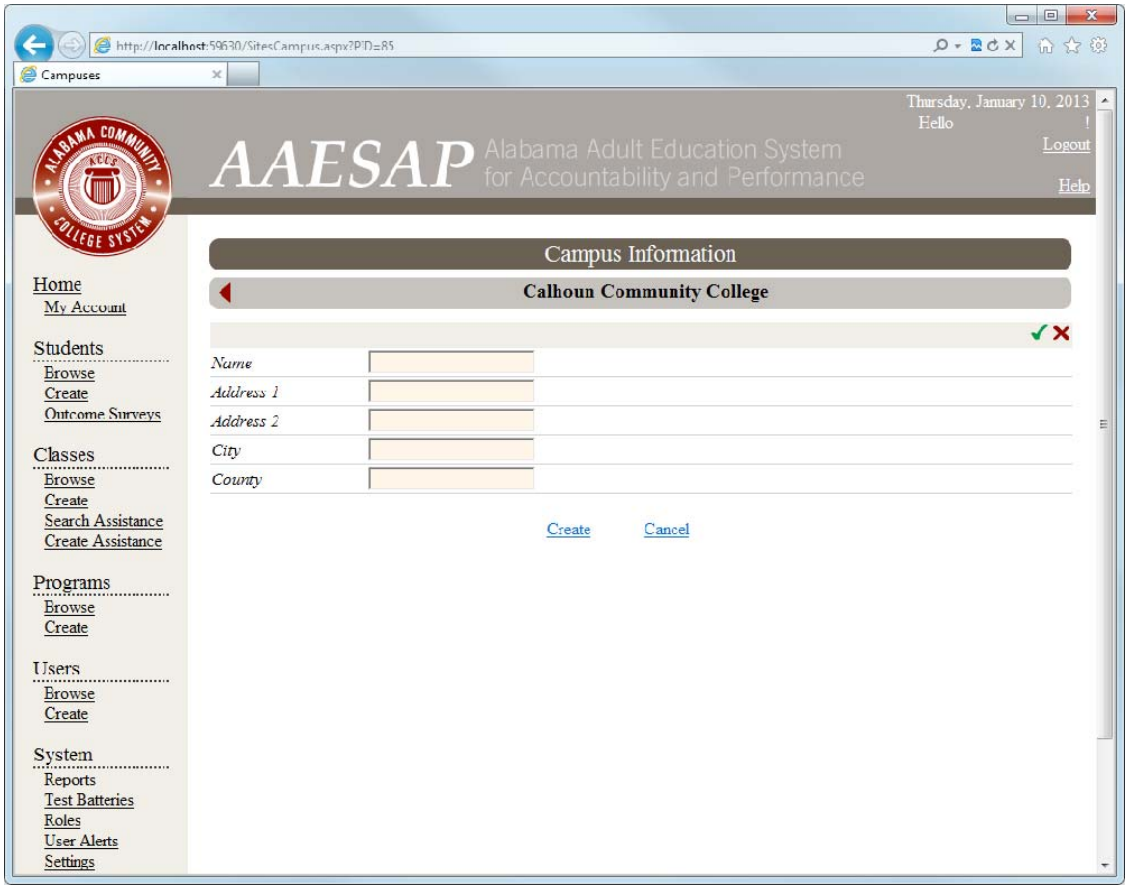
The link for the site page is the last entry under the System heading on the left side panel. Click on ‘Sites’ and you will be taken to the first page.

Sites are comprised of three components: campuses, facilities, and rooms. For example, for a postsecondary institution, the campuses for Calhoun Community College could be Huntsville Campus and Decatur Campus. A campus is a collection of multiple facilities, and each facility may have numerous rooms.

A campus is a geographical location of a group of buildings. The address for a campus is typically the main building of the group. A program can have just one campus or multiple campuses. A campus itself is not a physical building.

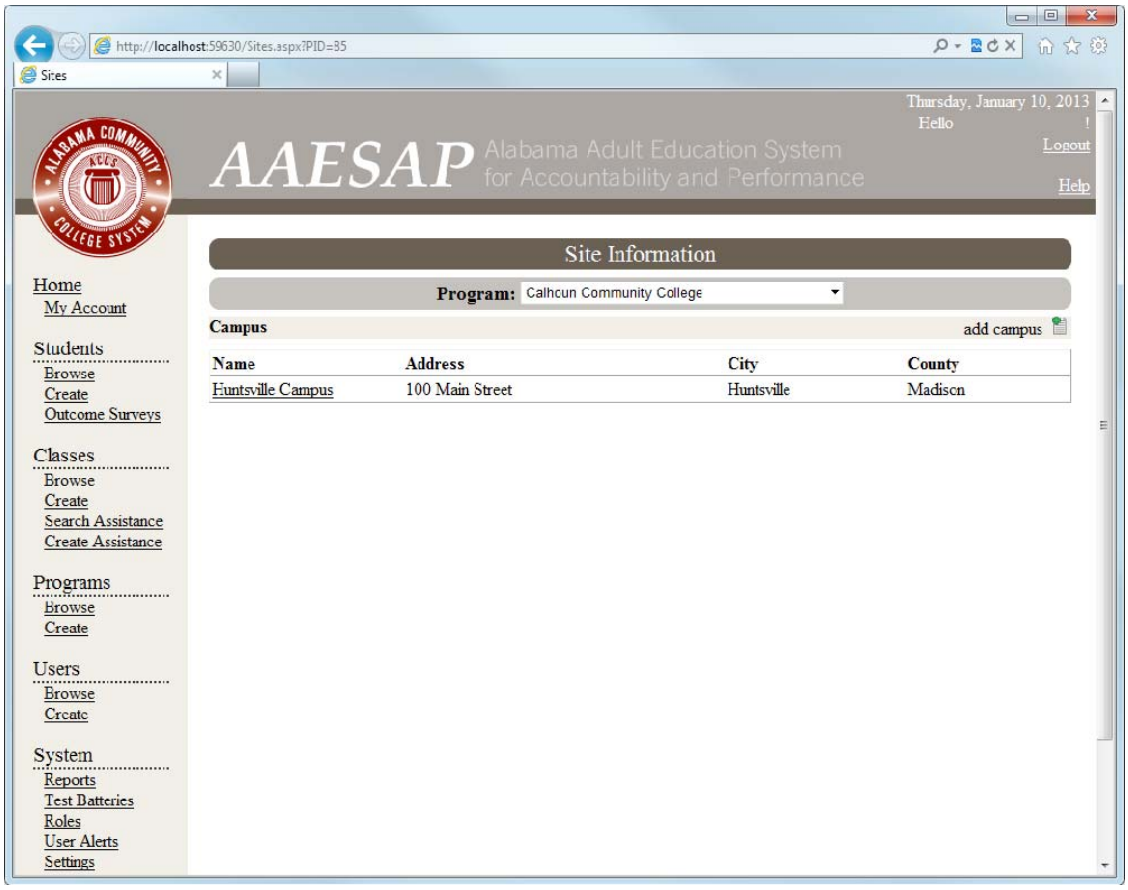


Click on the ‘add campus’ button on the right side of the header bar and the campus entry screen will load.

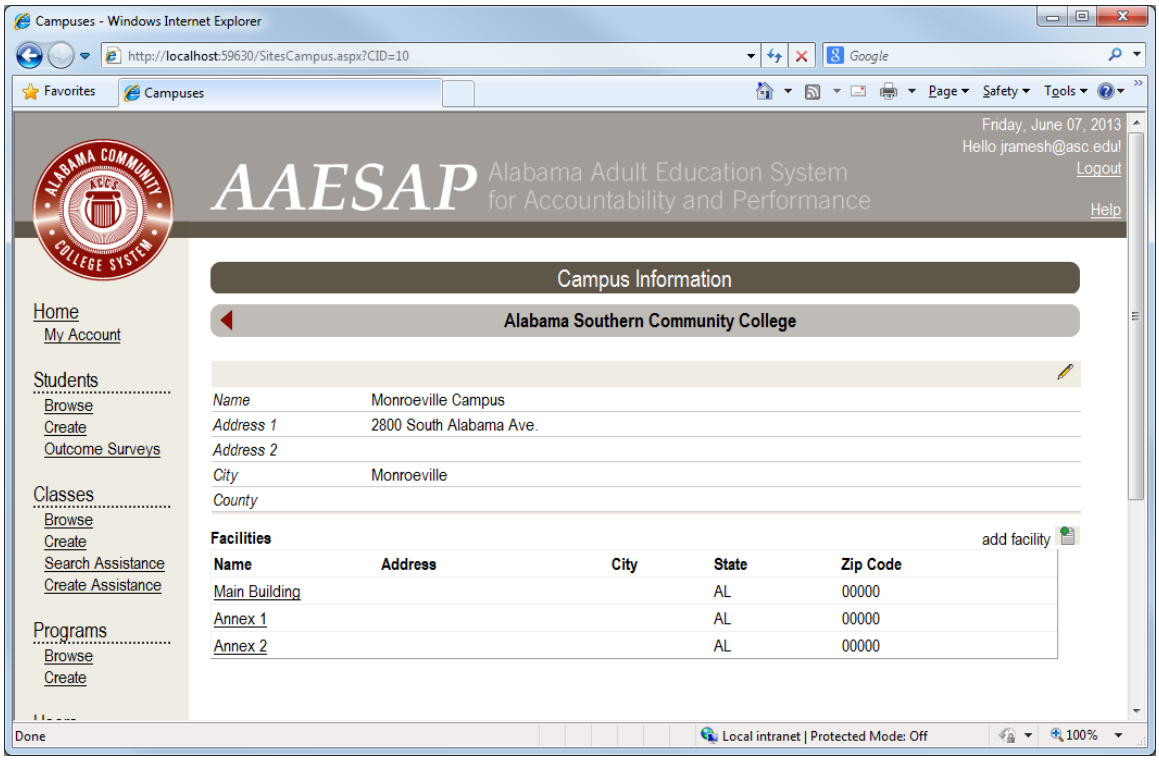


Type in the information and click either 'Create' at the bottom of the page or the green checkmark on the header bar to add the new campus.

The main site page will show a list of all the campuses assigned to a program.

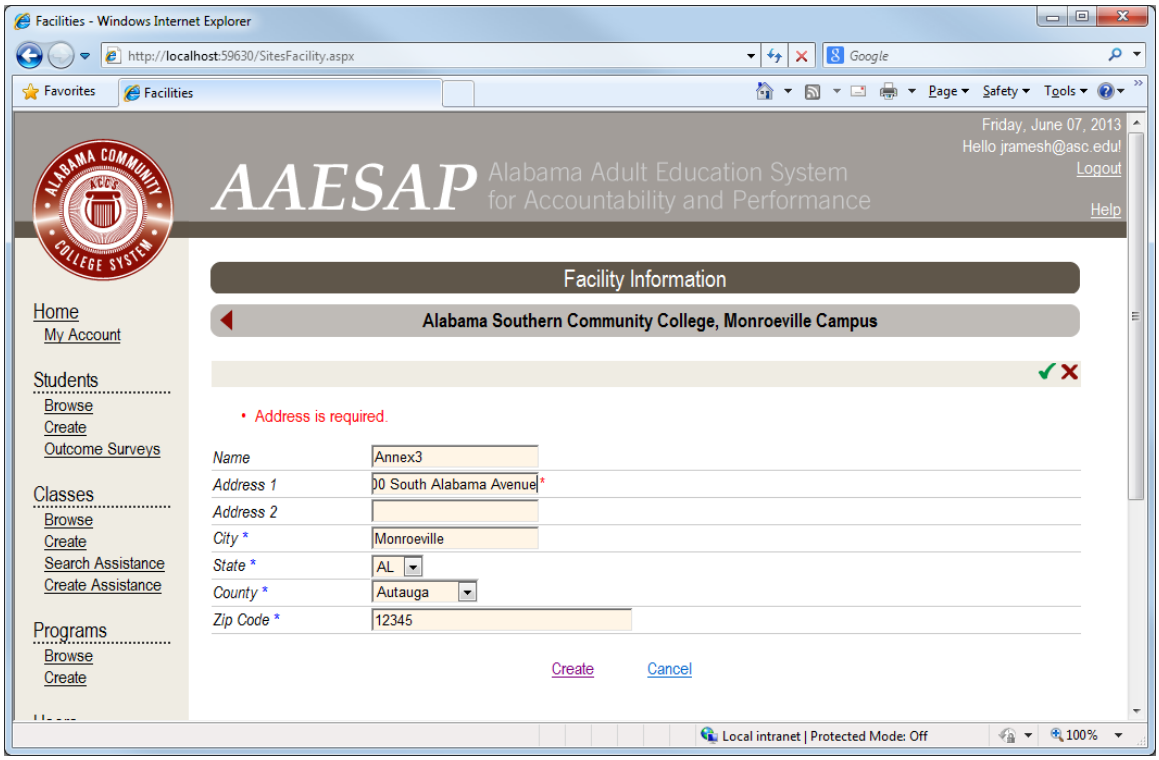


Clicking on the campus name will load the campus page. This page shows the basic campus information as well as the facilities associated with the campus.



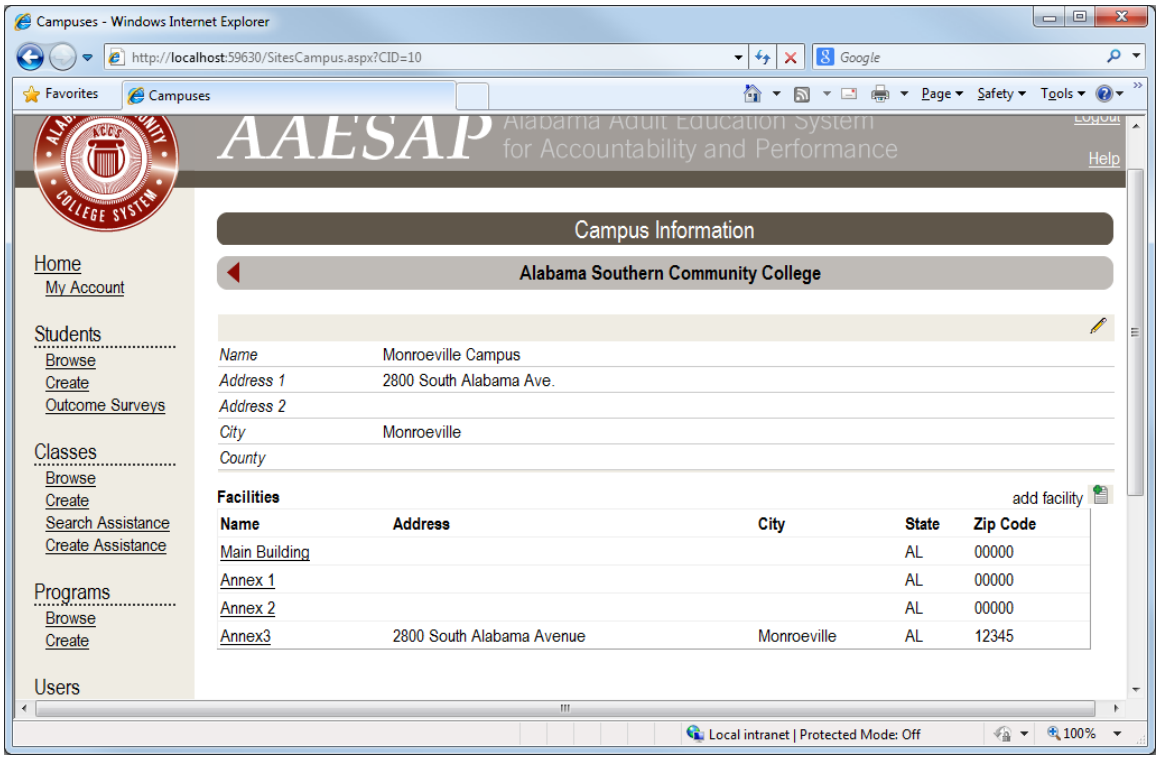
Click on the ‘add facility’ button on the right side of the facility bar and the facility entry screen will load.

A facility is a building on a campus. Depending on the size of the program, a campus may have only one building, or multiple buildings.

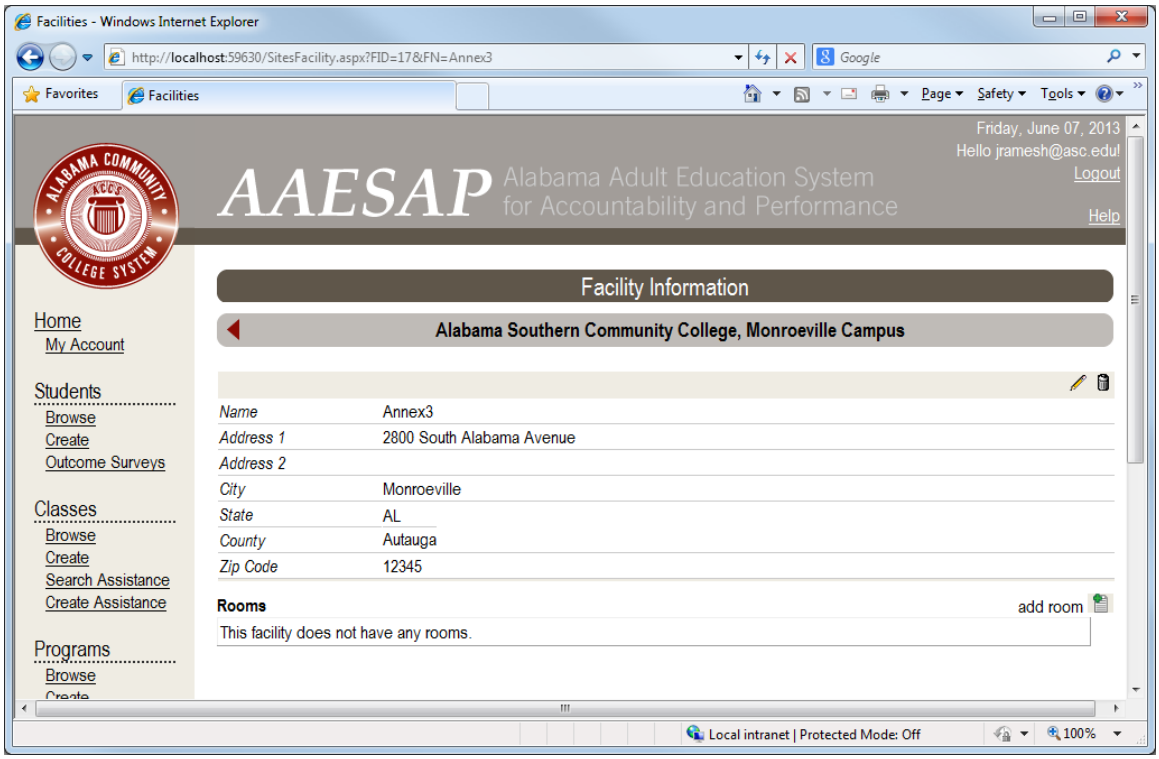


Type in the information and click either ‘Create’ at the bottom of the page or the green checkmark on the header bar to add the new facility.

The campus page will now show a list of all the facilities.

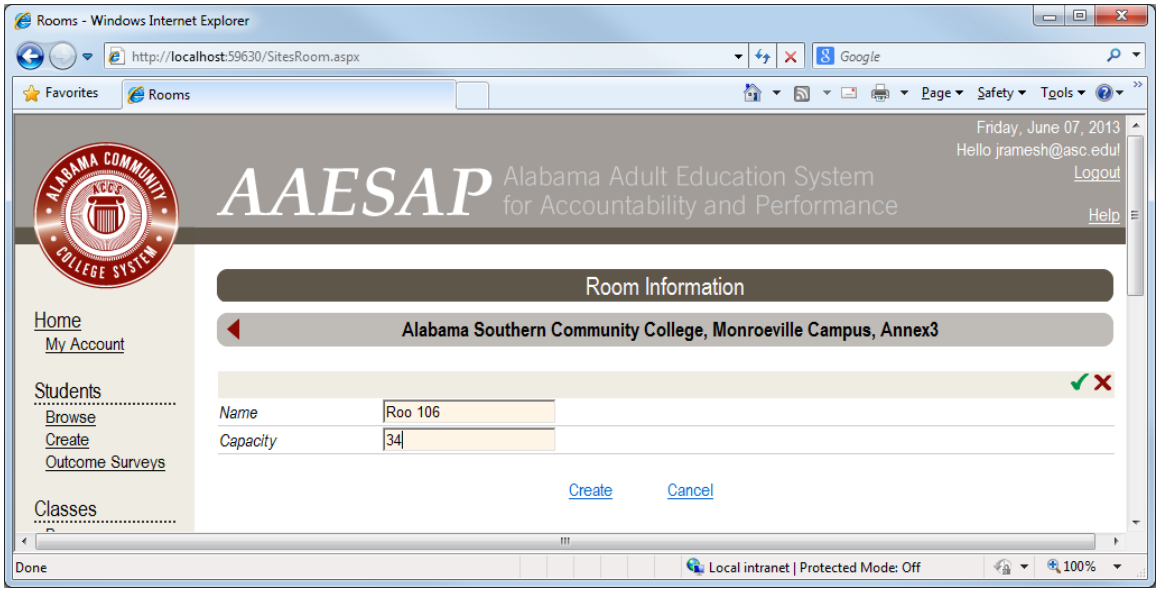


Clicking on a facility name will load the facility page. This page shows the facility information and all the rooms associated with the facility.



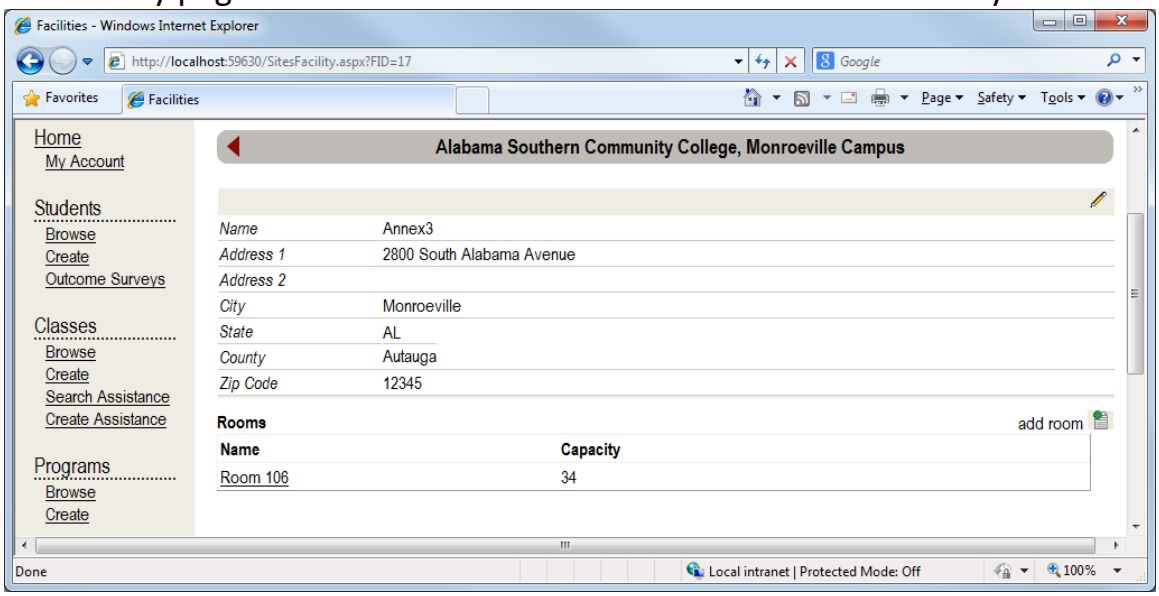
Click on the ‘add room’ button on the right side of the room bar and the room entry screen will load.

A room in a building is not the same as a class. There can be multiple classes held in a room. We need to determine how many rooms are being utilized for all the classes being taught. A building may have only one room in use or multiple rooms. Classes can be assigned to a room on the main class page.



Type in the information and click either 'Create' at the bottom of the page or the green checkmark on the header bar to add the new room.

The facility page will now show a list of all the rooms in the facility.



16 – Help

Click on the 'Help' button in the top right corner of every page header and you will be brought to the help page.

Here you can download the help manual.

17 – Glossary of Terms

Academic Advancement/Completion/Gain – A student has completed a level of learning and has continued to the next level.

Academic Continuation – A student has completed a level of learning.

Battery – A collection of tests grouped by versions. A Battery may include multiple subjects.

Campus - A geographical location of a group of buildings. The address for a campus is typically the main building of the group. A program can have just one campus or multiple campuses. A campus itself is not a physical building.

Facility - A building on a campus. Depending on the size of the program, a campus may have only one building, or multiple buildings.

Goal – An objective that the student wishes to achieve. A goal can only be recorded while a student is enrolled in the AAESAP program.

Level – The amount of access a user has, defined by State, Program and Class.

Outcome – A goal that the student has successfully achieved after leaving the AAESAP program.

Role – The capacity a user has assigned to him/her in the level allocated.

Room - A room in a building. This is not the same as a class. There can be multiple classes held in a room. A building may have only one room in use or multiple rooms.

Series – Refer to *Version*.

Subject – A course within a battery. Examples are math, reading and listening.

Test – A particular test within a battery. An example is TABE 9 Math.

Version – A variation of a test within a battery. Examples are TABE 9 and TABE 10.